myETF
Employer Reporting Confirmation User Guide

April 27, 2017

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The following topics are included in this user guide:

myETF Employer Online Services

myETF Employer Online Services is an internet browser-based application through which employers will report all employment, payroll, and insurance information to the Department of Employee Trust Funds (ETF) beginning in January 2018. Within myETF, employers may perform the following activities:

Note Not all functionality listed below is available during myETF Employer Reporting Confirmation, including secure messaging, insurance enrollment, documents, eForms, and payments.

- Add new employees (members) to their roster
- Upload Payroll File to automatically create work reports for employee payroll based on established reporting cycles (payroll calendars)
- Upload Employment File to add new employees to myETF
- Submit insurance enrollment information
- Manually create work reports for employee payroll based on established employer's reporting cycles (payroll calendars)
- Create Reporting Cycles to identify the periodic basis on which their employees are paid
- Make payments directly to ETF for balances due
- Review account transactions for payments, work reports, adjustments, etc.
- Send secure messages to ETF for their response and receive secure messages directly from ETF
- Update employer and billing location addresses, phone numbers, and establish contact information ETF can use to contact the employer by mail, email, or phone
- Manually add new employees, update existing employee information, and process insurance enrollments
- Review documents sent to the employer from ETF
- Submit electronic forms (eForms) to ETF
- Establish the users that will access myETF Employer Online Services and the roles that they hold

This guide provides the instructions for using myETF Employer Online Services to confirm files and/or manually enter payroll and employment information for myETF Employer Reporting Confirmation. Information and training on the full functionality of myETF Employer Online Services will follow in summer and fall 2017.

Getting Started

myETF is an internet browser-based application. You can use the current and prior two versions of the most standard internet browsers (Internet Explorer/Edge, Chrome, Firefox, and Safari) to access the application from a provided URL.

Note The URL will be provided through a separate communication. You will use your established IAM username and password to log in to the application. If you do not have an IAM username and password, contact your ETF Employer Services representative.

This section of the guide includes the following information:

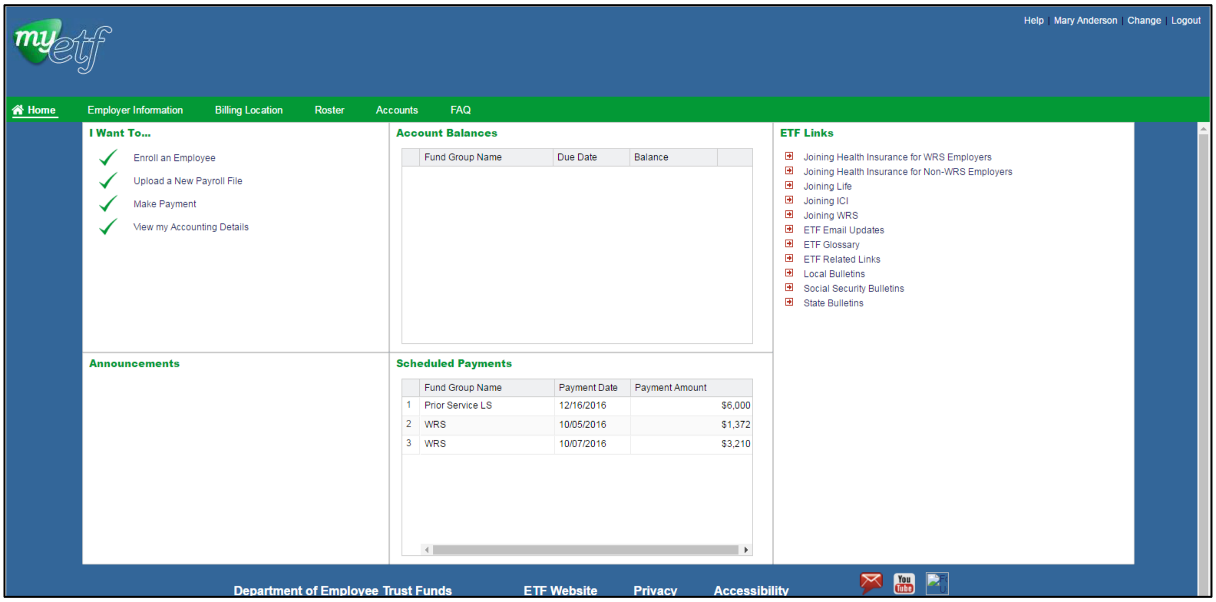
- Logging In and Out
- Switching Employers
- Using Grids in myETF
- Adding and Updating Addresses
- Adding and Updating Contact Information

Logging In and Out

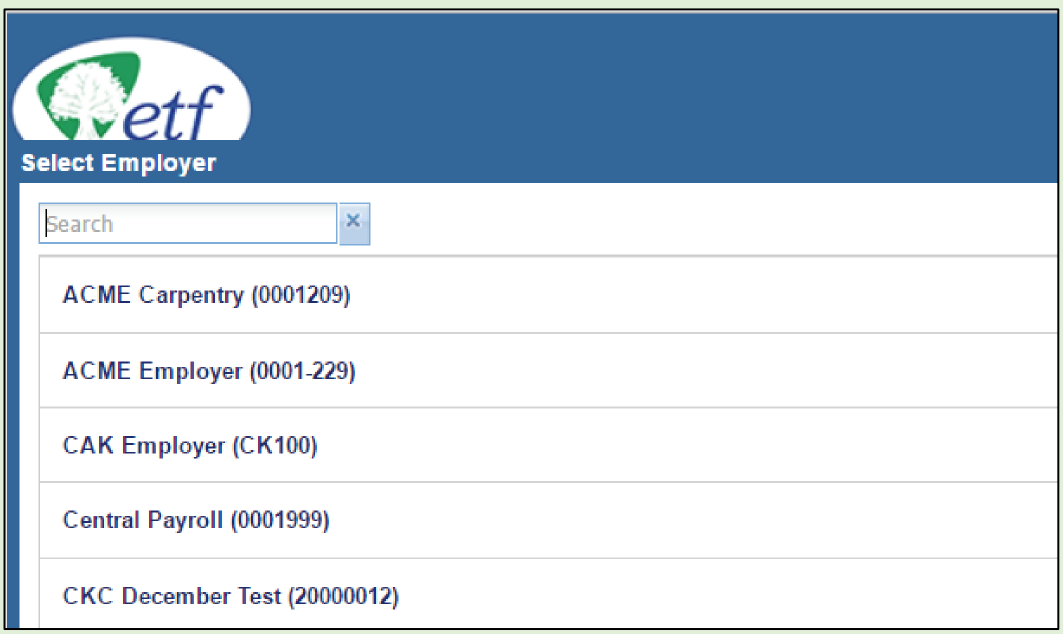
Logging In

1) Use your browser to access the provided URL.
2) Enter your IAM **Username** and **Password** in the appropriate fields.
3) Click **Log In**.

Your *Home* page displays.



Note If you have access to multiple employers, the *Select Employer* page displays first. Click the **Employer Name** to open the *Home* page for that employer.

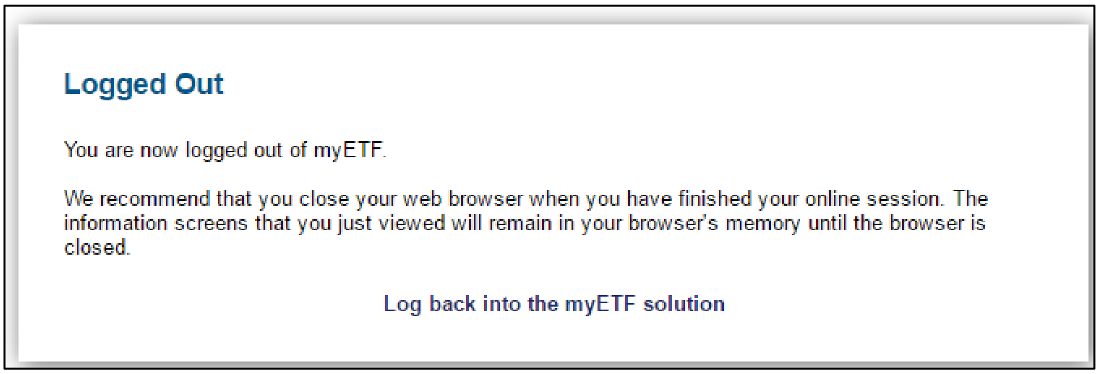


Logging Out

It is important to log out after completing work in myETF. Logging out protects confidential data and prevents errors and data loss that can occur if you close your browser while using myETF.

1) Click the **Logout** link located in the upper-right corner of the window.

myETF displays a log out message.



2) Click the **Log back into the myETF solution** link to return to the application as needed.

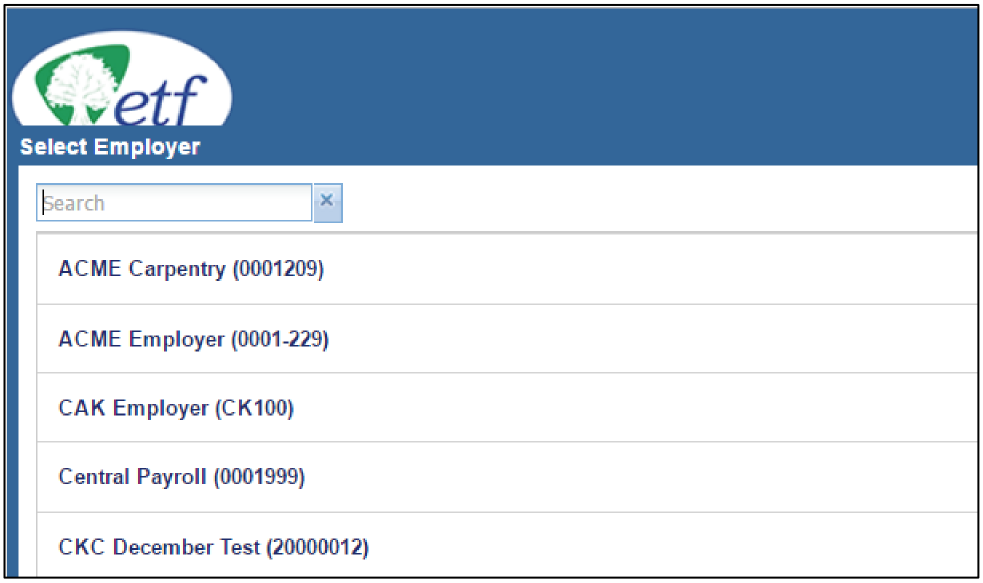
Note After logging out, close your browser to completely log out of myETF and purge all confidential information from the browser's memory.

Switching Employers

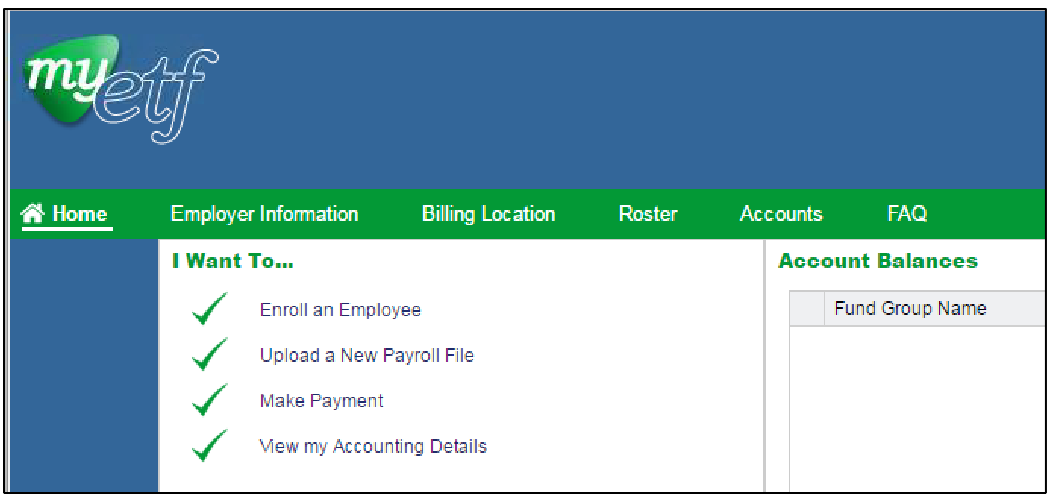
When you have access and responsibilities to perform activities for multiple employers, you can use the **Change** link located in the upper-right corner of any window to change employers.

This opens the *Select Employers* screen.

- Click the name of an employer to open its *Home* page.



myETF opens the *Home page* for the selected employer.

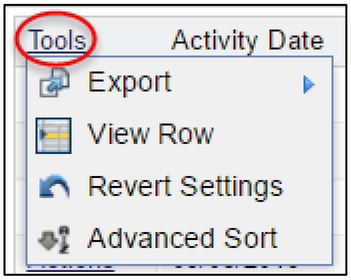


Using Grids in myETF

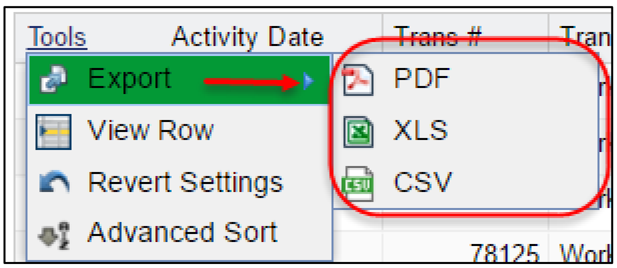
Using the Tools Link in Grids

A grid is a table of information where the columns are the fields and the rows are the records. A grid is similar to the format of a spreadsheet.

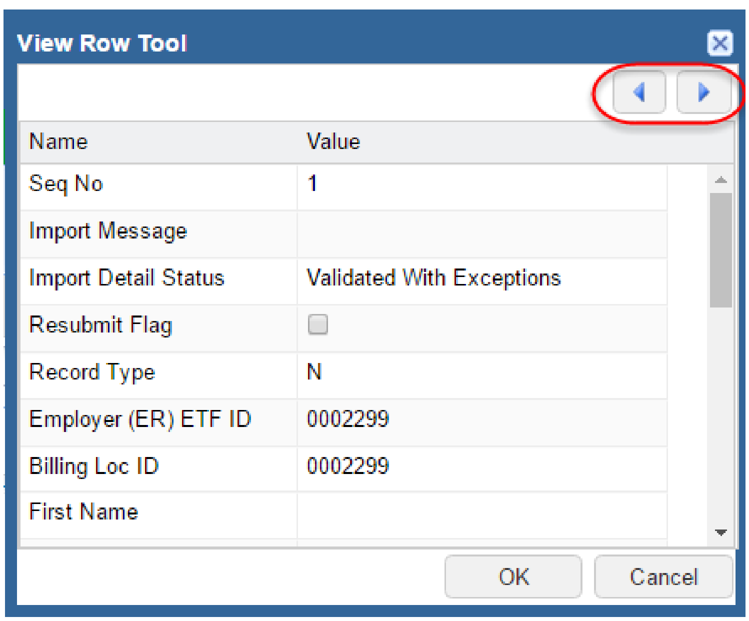
Standard Tools functions include:



Export: Export the data in the grid in a PDF, XLS, or CSV format. Select the format for the export and follow the prompts on the screen to select the location to save the file and to export the information.



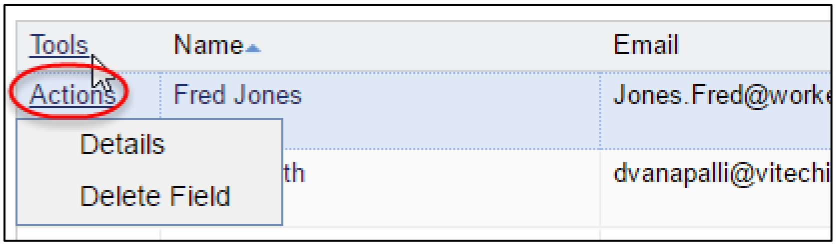
View Row: Displays the rows of data in the grid in vertical format. You can update information as needed in this view also. Use the arrow icons show in the upper-right corner of pop-up to move through the records in the grid. Click the **OK** or **Cancel** buttons at the bottom of the pop-up to close it and return to seeing the records in the horizontal (grid) format.



Using the Actions Links in Grids

Most grids contain an **Actions** link next to a record in the grid. This contains a list of functions that you can do with the selected record. The options available are specific to the grid.

Click the **Actions** link and then select an option from the list.



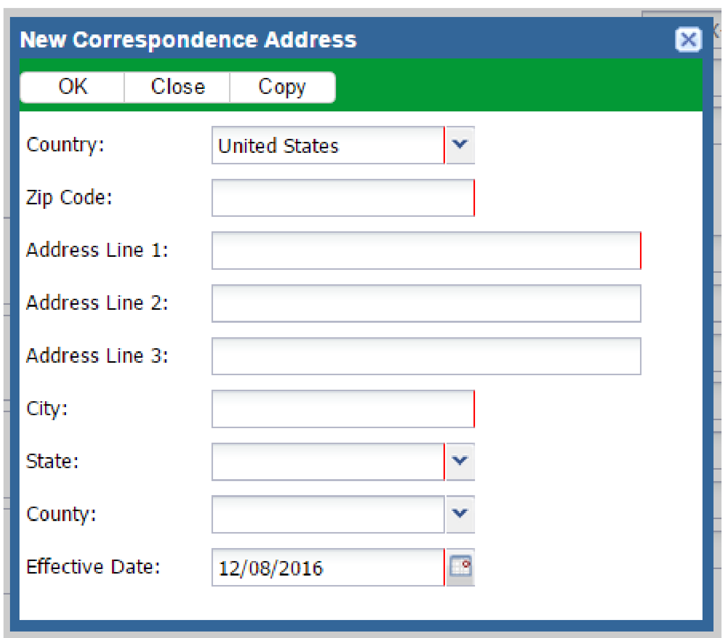
Adding and Updating Addresses

myETF keeps a record of the addresses and their effective dates.

Adding a New Address

You may need to add a new address when adding a member to your roster.

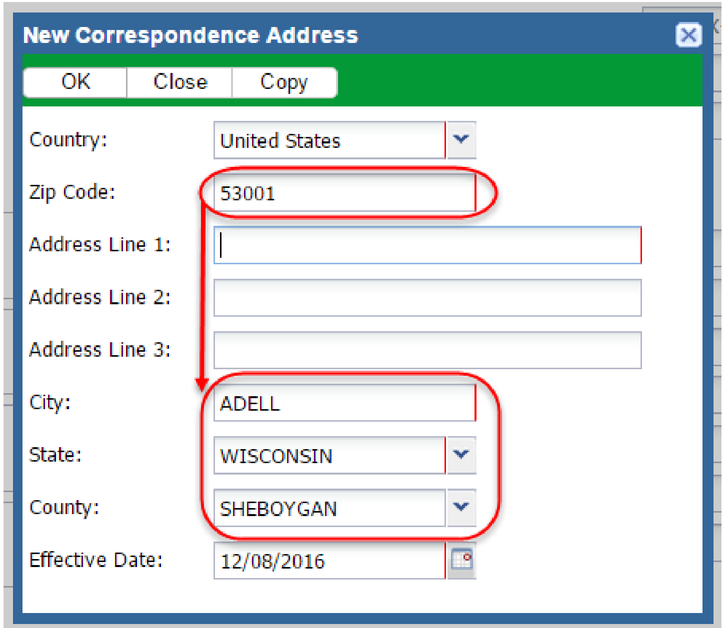
1) Click in the text box next to the type of address to open the *Address* pop-up.



The Country defaults to United States. Change this if needed.

2) Enter the **Zip Code** for the address.

   The **Zip Code** entered auto populates the **City**, **State**, and **County**.

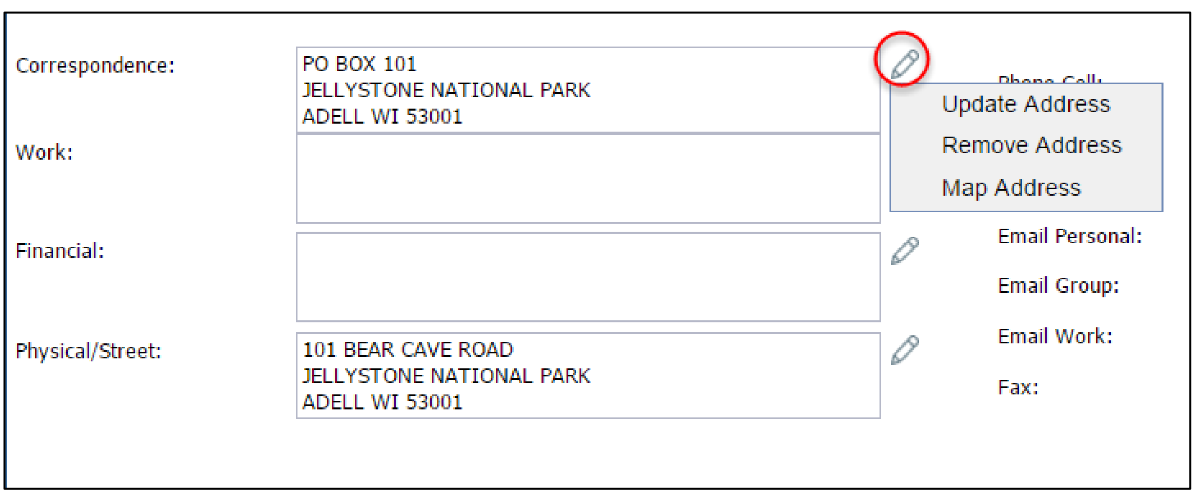


3) Enter the **Address Line 1**
4) Enter the remaining **Address Lines** as needed.
5) Click **OK**.

The pop-up closes and the address displays in the address text box.

Using the Actions (Pencil) Icon for an Address

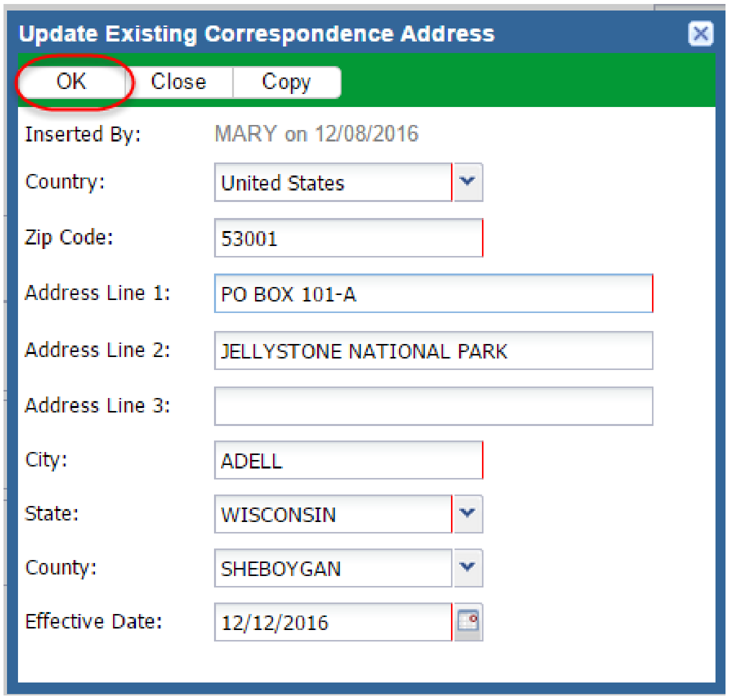
The **Actions** icon (pencil) next to an address checkbox lists three options:



- **Update Address**: Select this option to open the *Update Existing*… pop-up to change the address (or click in the address text box to do the same). (See Updating an Address.)
- **Remove Address**: Click this option to remove the address.
- **Map Address**: Click this option to open Google Maps showing the location of the address.

Updating an Address

1) Click in the address text box to open the *Update Existing… Address* pop-up (or click the **Actions** (pencil) icon to do the same).
2) Make the changes directly in the pop-up.
3) Click **OK** to save and close the pop-up.



myETF automatically updates the **Effective Date** to the current date. You can update this field as needed to a future date.

Adding and Updating Contact Information

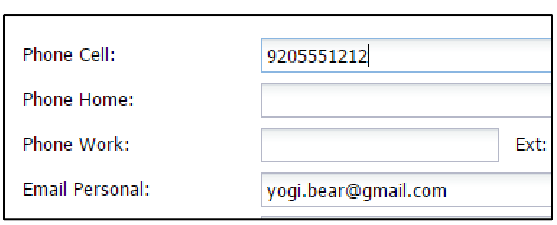
myETF provides fields to enter a variety of phone and email contact information for your employees.

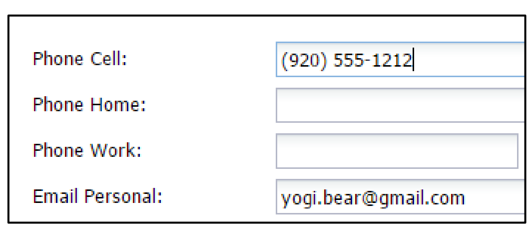
Adding a Phone or Email

- **Phone**: Click in the field and type the phone number (including area code) without dashes or spaces. (e.g., 920551212 for (920) 555-1212).

  myETF automatically updates the formatting for the phone number after you tab out of the field.

- **Email**: Click in the field and type the email address.

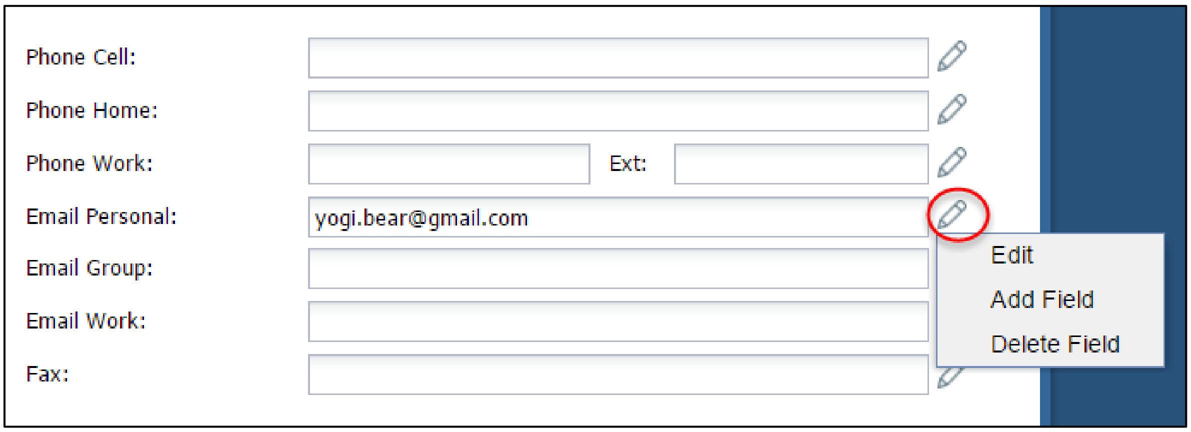




Using the Actions (Pencil) Icon for Contact Information

The **Actions** (pencil) icon located next to a contact information field is used to perform the following:

- **Edit**: Click this option to change the information shown in the field (or simply click in the field and update the information shown).
- **Add Field**: Click this option to add a second field of information (e.g., Phone Cell 2).
- **Delete Field**: Use to remove the selected field of information (e.g., click this option when in the Email Group field and the Email Group field should be removed from the list).

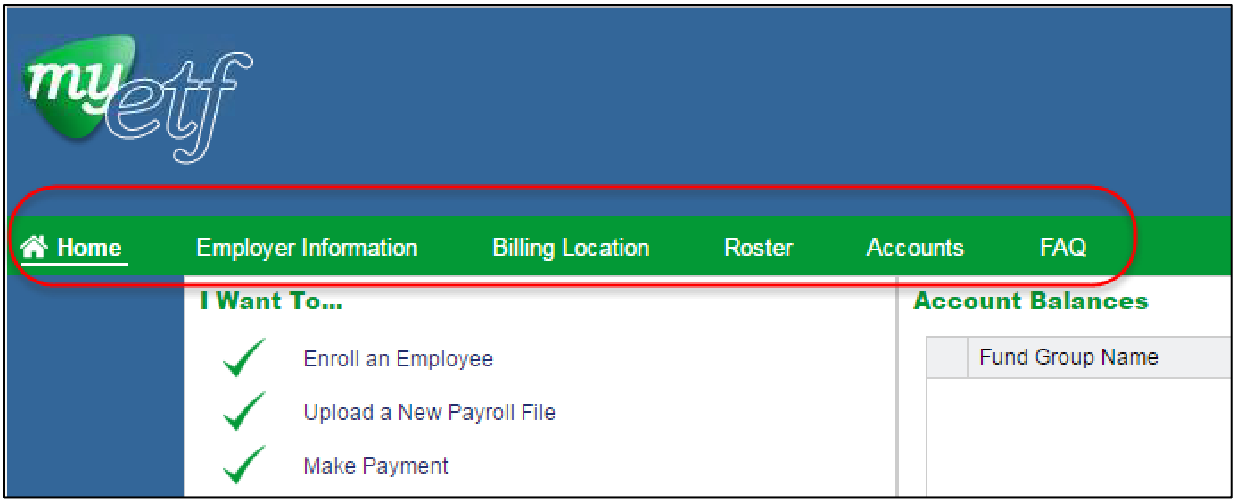


Understanding the Tabs

myETF uses a tab structure to organize information and activities that you may need to access. Tabs always display on the green bar above the content area. The name of the selected tab is underlined so that you always know where you are working.

The information on each tab is specific to the selected employer. The name of the employer displays in the blue header above the green bar.

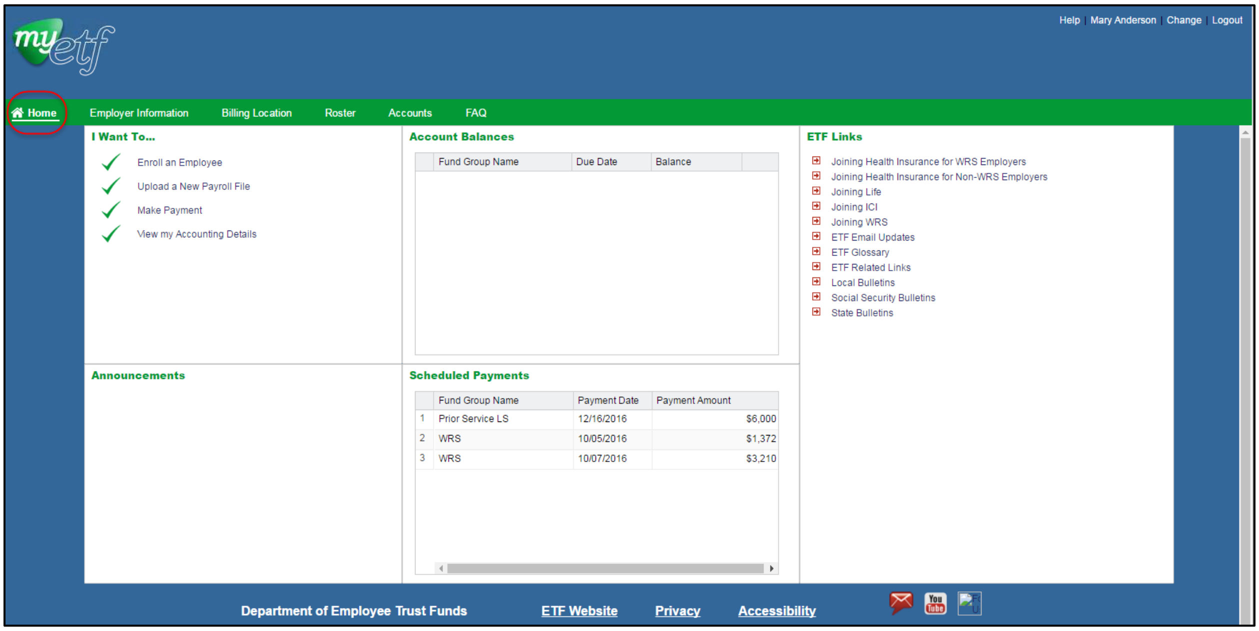
For example, in the screenshot below, the *Home* page (Dashboard) displays on the screen. You know this because "Home" on the green bar is underlined.



- **Home**: a summary page that provides links and important information about the employer
- **Employer Information**: provides demographic and contact information for the employer
- **Billing Location**: provides a list of billing locations associated to an employer
- **Roster**: provides a list of the employees for the employer
- **Accounts**: provides a list of transactions for the employer as well as access to upload files, file history, create a manual Work report, submit a One Time Payment, and review the Payment History
- **FAQ**: provides a list of frequently asked questions and answers. For myETF Employer Reporting Confirmation, the FAQ tab will list general information about the WRS. Please see the myETF Employer Web Pages for important Frequently Asked Questions about Confirmation.

Using the Home Tab

The *Home* tab is the default page that opens after you log in to myETF Employer Online Services.



The Home page includes the following sections:

- **I Want To…**: shortcut links to perform the selected activity
- **Account Balances**: balances due by Fund Group Name, Due Date, and Balance Due
- **ETF Links**: shortcut links to helpful information
- **Announcements**: ETF news and information for employers
- **Scheduled Payments**: payments scheduled by Fund Group Name, Payment Date, and Payment Amount. Please note that while these fields may populate during myETF Employer Reporting Confirmation based on your reporting, these will not result in any balance due. You should continue to report employment information and payments in the Online Network for Employers (ONE) in 2017.

Using the “I Want To…” Links

This section provides quick access (shortcut) links to perform common activities in myETF. Click a link to open the page to begin the activity.

Links available:

- **Enroll an Employee**: opens the *Add Member* wizard on the *Roster* tab that walks you through the processes for adding an employee
- **Upload a New Payroll File**: opens the *Upload Payroll File* wizard on the *Accounts* tab
- **Make Payment**: (not currently available) opens the *Make Payment* wizard on the *Accounts* tab
- **View my Accounting Details**: opens the *Accounts* tab

Using Announcements

Review the Announcements section to see news and other important information from ETF.

Using Account Balances

The Account Balances section displays the balances due for the employer by Fund Group Name, Due Date and the Balance.

Using Scheduled Payments

The Scheduled Payments section displays upcoming payments by Fund Group Name, Payment Date, and Payment Amount.

Using ETF Links

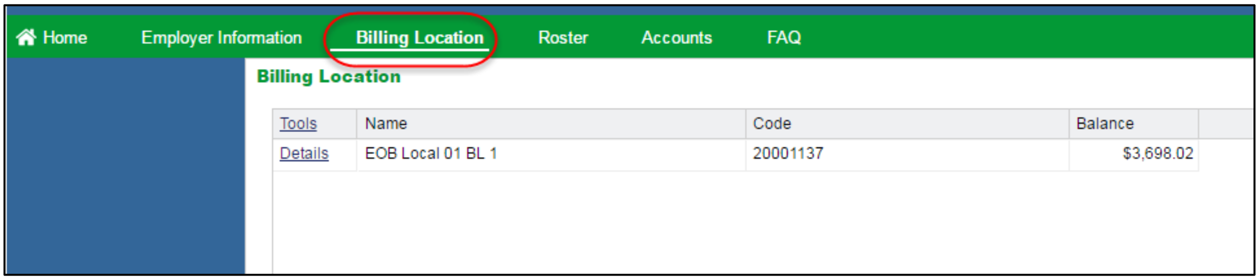
The ETF Links section of the *Home* tab displays links to ETF information that is important to employers.

Click a link to view that information.

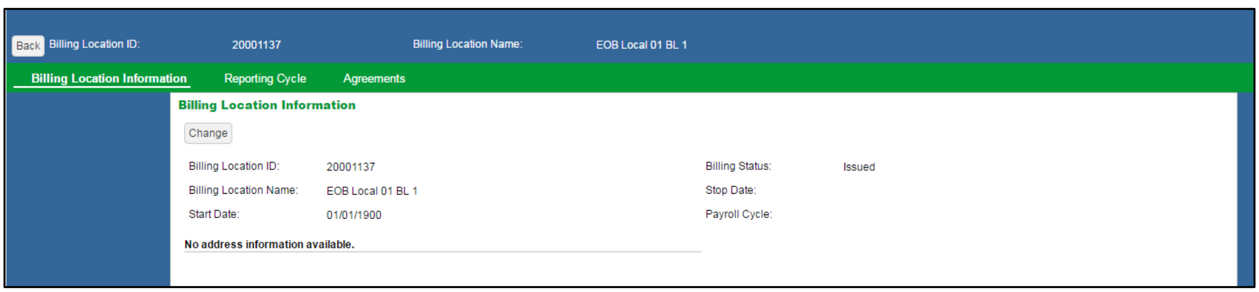
Using the Billing Location Tab

The *Billing Location* tab shows information for the employer's individual billing location(s). A billing location is a secondary level under the employer that is used for billing-related setup and processing. myETF supports one or more billing locations per employer. All billing-related employer configurations and financial transactions are associated with a billing location.

Most employers will have a single billing location. The Code is the billing location number.



Click the **Details** link next to the billing location to review and update information for the selected billing location. The green bar, located under the header, changes to list tabs specific to the billing location.



- **Billing Location Information**: provides address and contact information
- **Reporting Cycle**: add or update Reporting Cycle information for the billing location
- **Agreements**: lists the contract agreements by Fund, Job Category, Start Date, Stop Date, Rate, Due Formula

Note For myETF Employer Reporting Confirmation, you will need to add or update your reporting cycle(s) before you submit any files or work reports.

Creating a Reporting Cycle

Use the billing location's *Reporting Cycle* tab to set up the frequency by which you pay your employees and submit work reports for each billing location. A reporting cycle is the same as the Report Generation Type discussed in the myETF Payroll File Resource document.

Each billing location must have at least one reporting cycle to process work reports in myETF (e.g. bi-weekly, monthly, etc.). The reporting cycle is used to derive the start and stop date associated with the reported period. Most ETF employers have only one reporting cycle. Some larger employers have multiple overlapping reporting cycles for different types of employees.

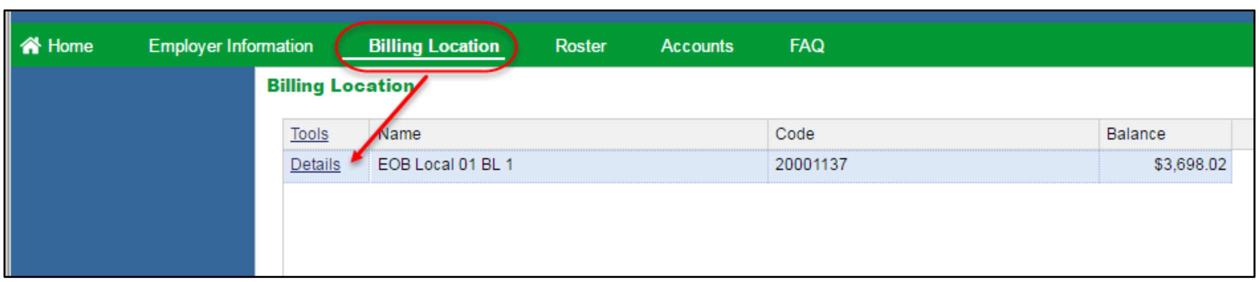
Reporting cycle dates can only overlap as long as they have different frequencies and frequency descriptors (e.g., C-Bi-Weekly Mon W1 vs C-Bi-Weekly Tue W1). An employer cannot have two reporting cycles that are exactly the same across both frequency and descriptor (e.g., 2 cycles for C-Bi-Weekly Mon W1)

Note You need to create or update your reporting cycle(s) when you begin the confirmation process. This cycle should match the payroll cycle(s) of the information you plan to confirm.

You may need to create a new reporting cycle if one is not showing for the payroll cycle(s) you plan to report.

You may need to update an existing reporting cycle when the dates are not correct on the existing reporting cycles for your billing location and do not match the date of the files you will upload or work reports you will manually create.

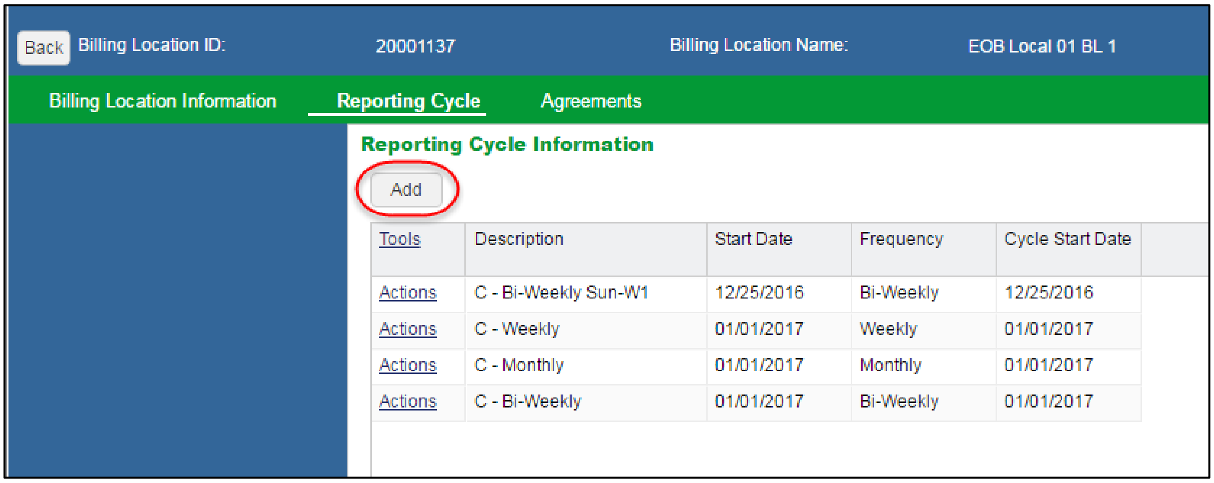
1) Log in to myETF Employer Online Services as shown in Logging In.
2) Select the *Billing Location* tab.
3) Click the **Details** link for the appropriate Billing Location.



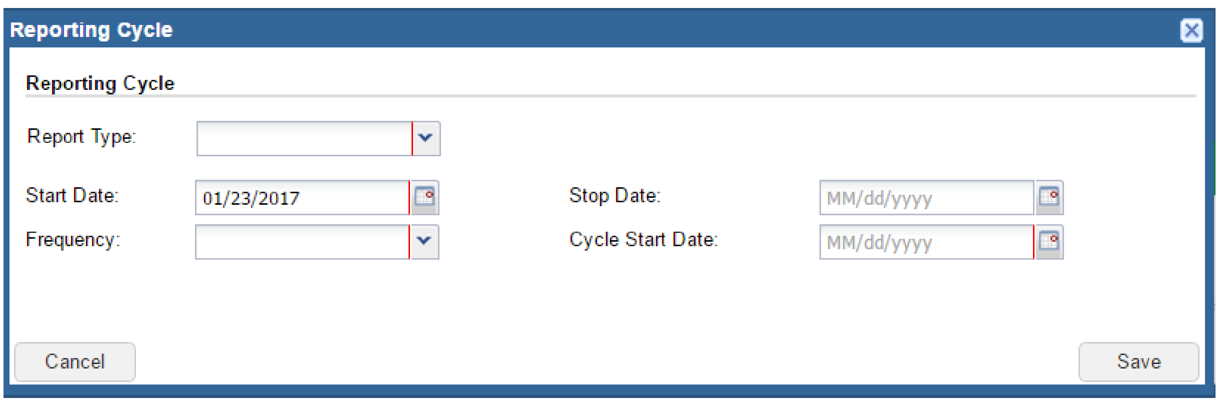
myETF displays additional information specific to the selected billing location.

4) Click the *Reporting Cycle* tab.

5) Click **Add** to open the *Reporting Cycle* pop-up.



A blank *Reporting Cycle* pop-up displays.



6) Enter the following required information in the *Reporting Cycle* pop-up.

- **Report Type**: work report generation type applicable to the reporting cycle; (see Reporting Cycle Definitions)
- **Start Date**: date on which the first reporting cycle starts
- **Frequency**: drives the expected period (start/stop dates) of work reports submitted or generated for the reporting cycle (e.g., bi-weekly, monthly, weekly, semi-monthly, etc.). Select the option that matches the Report Type you selected (C-Monthly = Monthly Frequency)
- **Cycle Start Date**: date on which the first report cycle starts (same as the **Start Date**)

Note Do not enter a **Stop Date** when creating or updating a Reporting Cycle.

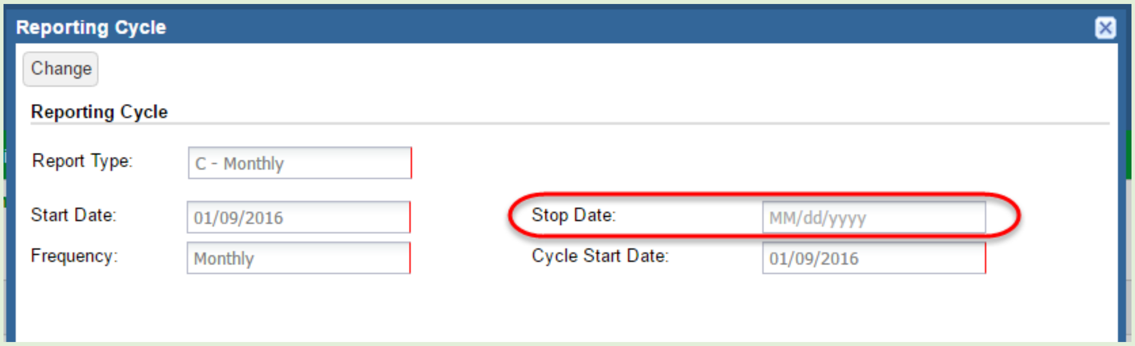
7) Click **Save** to retain the changes or **Cancel** to end the process.

8) Review the information. (If needed, use the **Back** button to change any incorrect details.)

9) Click **Confirm** when the information is correct.

The pop-up closes and the reporting cycle is listed in the Reporting Cycle Information grid.

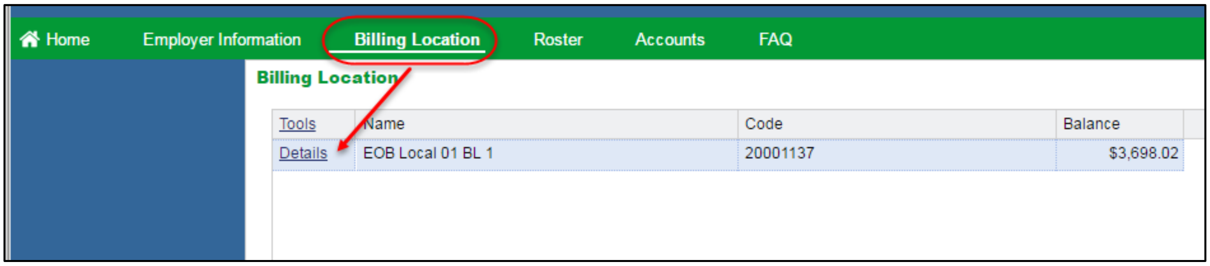
Note After a reporting cycle is created, it may only be updated prior to submitting a work report associated to the cycle. If the report cycle is incorrect and a report has been submitted, update the report cycle to enter a **Stop Date** and then create a new cycle with the appropriate dates. See Updating a Reporting Cycle.



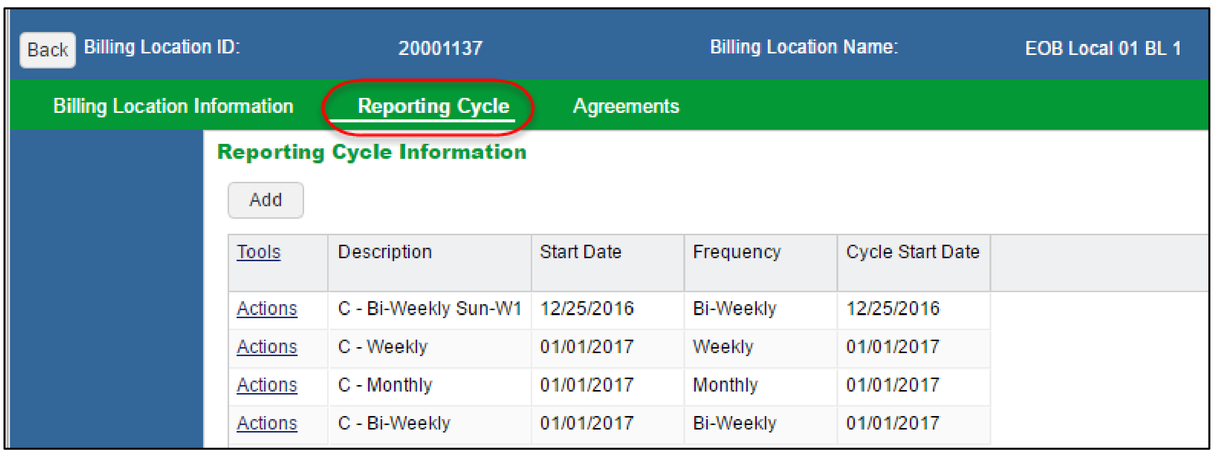
Updating a Reporting Cycle

If a reporting cycle was entered incorrectly, it may only be changed prior to submitting the first payroll report associated with the reporting cycle.

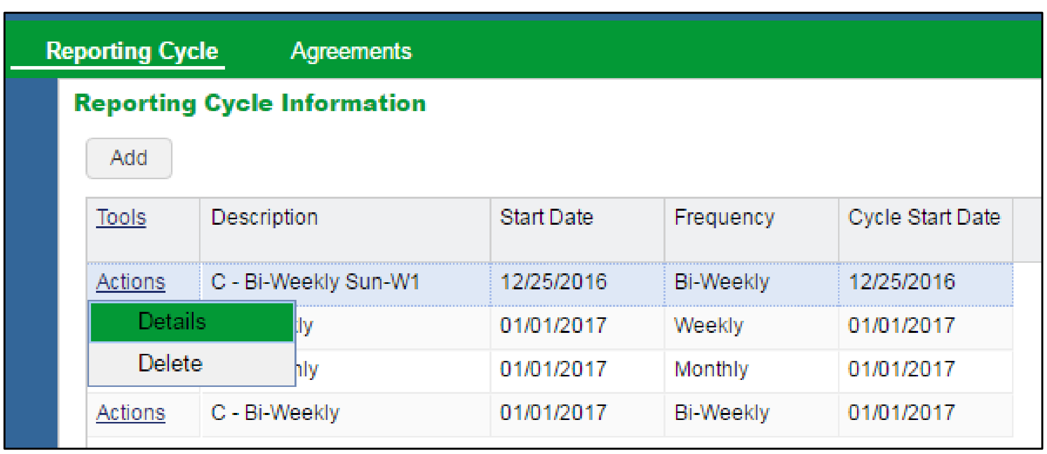
1) Log in to myETF Employer Online Services as shown in Logging In.
2) Select the *Billing Location* tab.
3) Click the **Details** link for the appropriate billing location.



4) Click the *Reporting Cycle* tab.

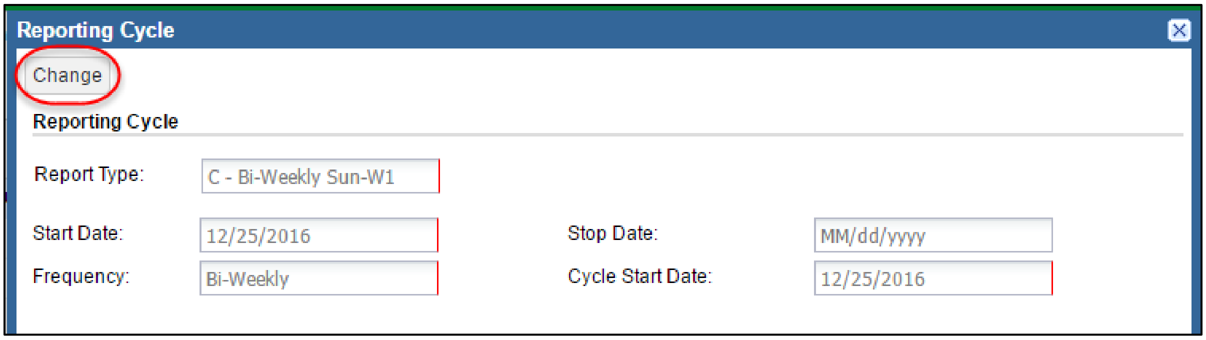


5) Click the **Actions** link next to the reporting cycle that needs to be changed.
6) Select **Details** from the options list to open the *Reporting Cycle* pop-up.



The Reporting Cycle's details display on the screen.

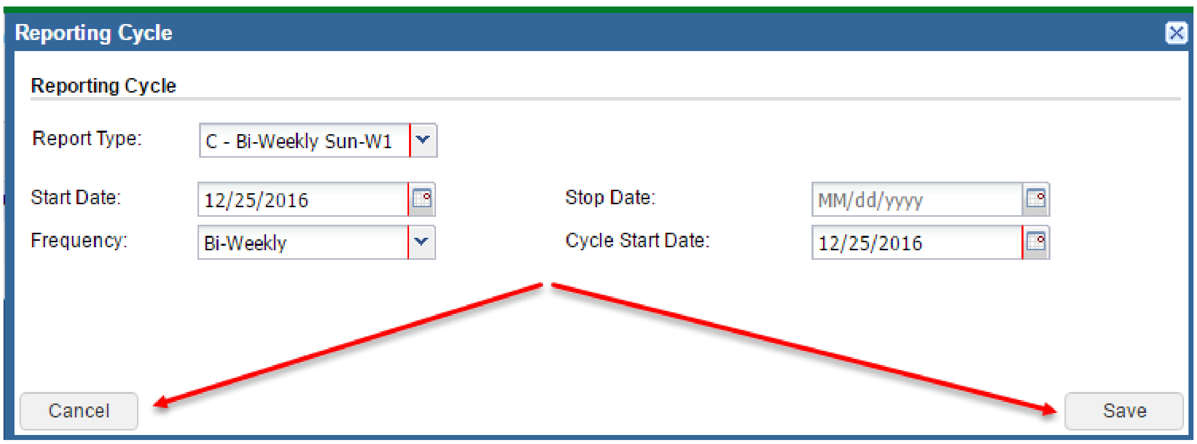
7) Click **Change** to put the pop-up in edit mode.



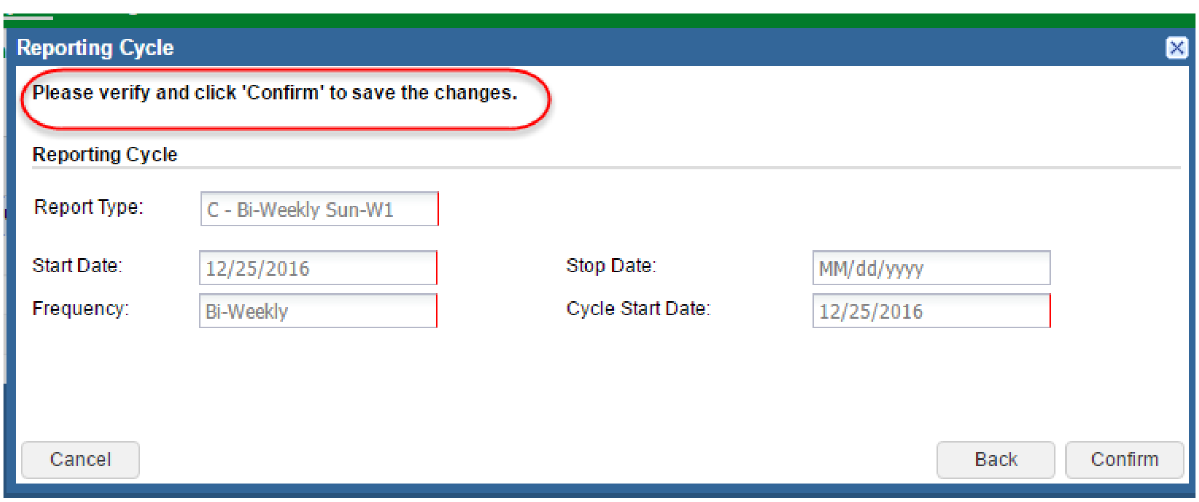
8) Update the information as needed.

Note The **Start Date** should be the 1st day of the payroll period in which you will upload a Payroll File, Employment File or generate a manual work report.

9) Click **Save** to retain the changes (or **Cancel** to discontinue the changes).



A message displays at the top of the window.



10) Click **Confirm** after reviewing that the information is correct (or **Back** to correct the information).

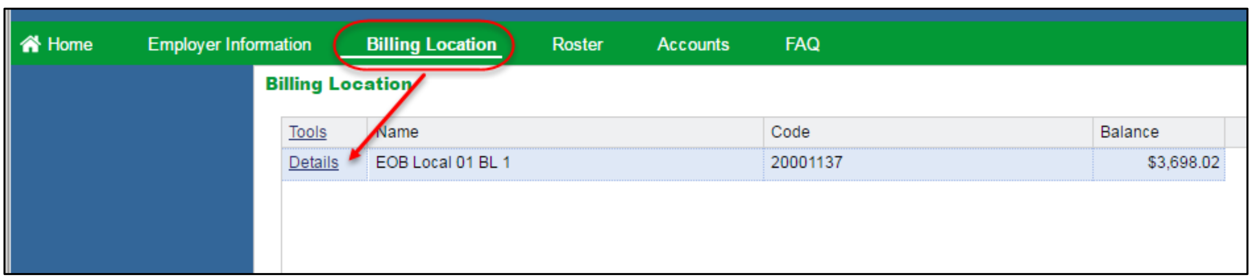
The pop-up closes and the changes are reflected in the Reporting Cycle Information grid.

Deleting a Reporting Cycle

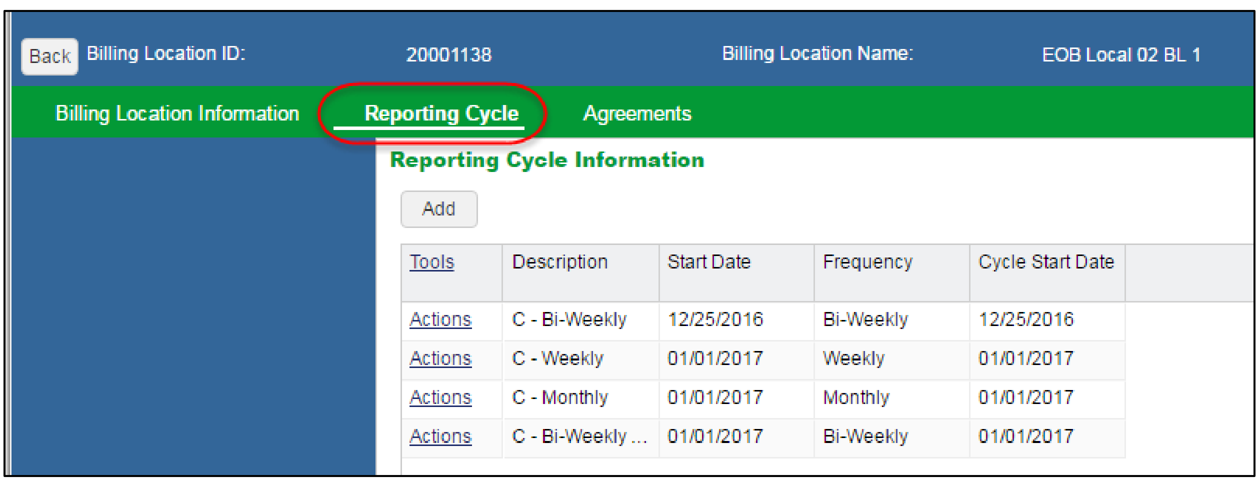
If a reporting cycle is created in error, it may be deleted prior to its use.

Note If employers have already submitted work reports for the reporting cycle, enter a stop date for the reporting cycle (see Updating a Reporting Cycle) and create a new reporting cycle (see Creating a Reporting Cycle).

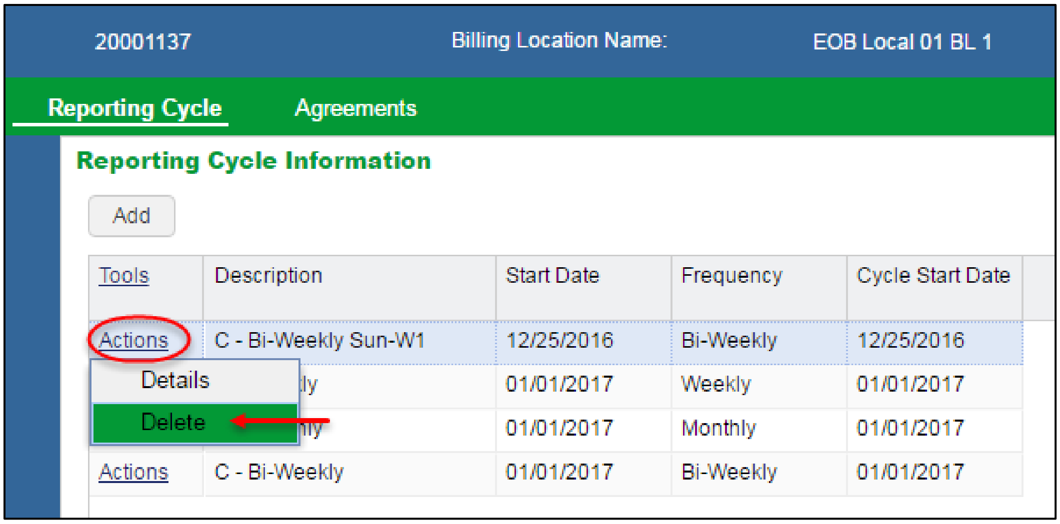
1) Log in to myETF Employer Online Services as shown in Logging In.
2) Select the *Billing Location* tab.
3) Click the **Details** link for the appropriate billing location.



4) Click the *Reporting Cycle* tab.



5) Click the **Actions** link next to the reporting cycle that needs to be deleted.
6) Select **Delete** from the options list.



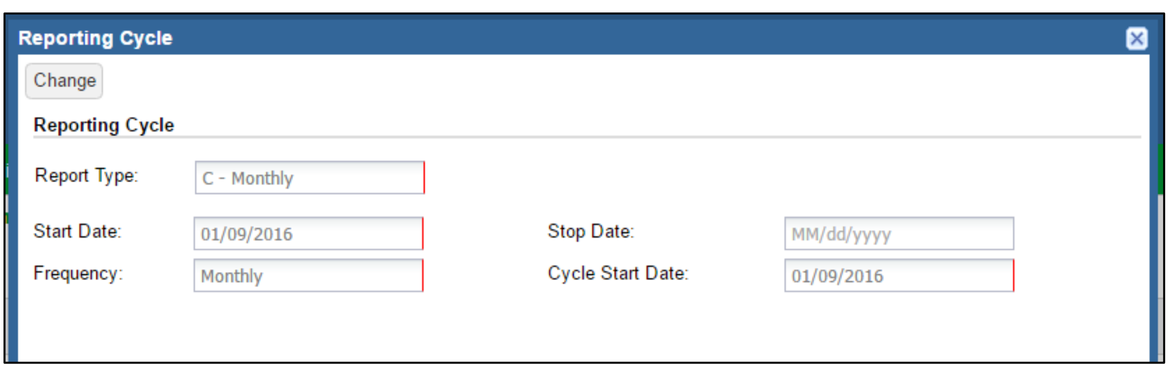
7) Select **OK** in the *Confirmation Message* pop-up to confirm you want to delete the reporting cycle.

The Reporting Cycle is removed from the Reporting Cycle information grid.

Note If you accidentally delete a reporting cycle, you must re-create it. See Creating a Reporting Cycle.

Reporting Cycle Definitions

The following table provides a list of the available reporting cycles and descriptions of each. The **Report Type** name in the drop-down list is prefaced by a “C.” This indicates “contributions.” The **Code** is how this Report Type name shows in the Payroll File record. This list is described as “Report Generation Types” in the myETF Payroll and Employment File Resources.



Code	Report Type	Description
W00	Weekly	A standard weekly cycle that can begin on any day of the week. Only to be used if the employer doesn't have multiple overlapping weekly cycles.
M00	Monthly	A standard monthly cycle that can begin on any day of the month. Only to be used if the employer doesn't have multiple overlapping monthly cycles.
B00	Bi-Weekly	A standard bi-weekly cycle that can begin on any day of the month. Only to be used if the employer doesn't have multiple overlapping bi-weekly cycles.
S00	Semi-Monthly	A standard semi-monthly cycle
W01	Weekly Mon	A weekly cycle that begins on a Monday. To be used if the employer has multiple overlapping weekly cycles.
W02	Weekly Tue	A weekly cycle that begins on a Tuesday. To be used if the employer has multiple overlapping weekly cycles.
W03	Weekly Wed	A weekly cycle that begins on a Wednesday. To be used if the employer has multiple overlapping weekly cycles.
W04	Weekly Thu	A weekly cycle that begins on a Thursday. To be used if the employer has multiple overlapping weekly cycles.
W05	Weekly Fri	A weekly cycle that begins on a Friday. To be used if the employer has multiple overlapping weekly cycles.
W06	Weekly Sat	A weekly cycle that begins on a Saturday. To be used if the employer has multiple overlapping weekly cycles.
W07	Weekly Sun	A weekly cycle that begins on a Sunday. To be used if the employer has multiple overlapping weekly cycles.
B01	Bi-Weekly Mon-W1	A bi-weekly cycle that begins on a Monday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B02	Bi-Weekly Tue-W1	A bi-weekly cycle that begins on a Tuesday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B03	Bi-Weekly Wed-W1	A bi-weekly cycle that begins on a Wednesday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B04	Bi-Weekly Thu-W1	A bi-weekly cycle that begins on a Thursday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B05	Bi-Weekly Fri-W1	A bi-weekly cycle that begins on a Friday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.

Code	Report Type	Description
B06	Bi-Weekly Sat-W1	A bi-weekly cycle that begins on a Saturday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B07	Bi-Weekly Sun-W1	A bi-weekly cycle that begins on a Sunday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B08	Bi-Weekly Mon-W2	A bi-weekly cycle that begins on a Monday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B09	Bi-Weekly Tue-W2	A bi-weekly cycle that begins on a Tuesday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B10	Bi-Weekly Wed-W2	A bi-weekly cycle that begins on a Wednesday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B11	Bi-Weekly Thu-W2	A bi-weekly cycle that begins on a Thursday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B12	Bi-Weekly Fri-W2	A bi-weekly cycle that begins on a Friday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B13	Bi-Weekly Sat-W2	A bi-weekly cycle that begins on a Saturday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B14	Bi-Weekly Sun-W2	A bi-weekly cycle that begins on a Sunday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
M01	Monthly 1st	A monthly cycle that begins on the 1st of the month. To be used if the employer has multiple overlapping monthly cycles.
M02	Monthly 2nd	A monthly cycle that begins on the 2nd of the month. To be used if the employer has multiple overlapping monthly cycles.
M03	Monthly 3rd	A monthly cycle that begins on the 3rd of the month. To be used if the employer has multiple overlapping monthly cycles.
M04	Monthly 4th	A monthly cycle that begins on the 4th of the month. To be used if the employer has multiple overlapping monthly cycles.
M05	Monthly 5th	A monthly cycle that begins on the 5th of the month. To be used if the employer has multiple overlapping monthly cycles.
M06	Monthly 6th	A monthly cycle that begins on the 6th of the month. To be used if the employer has multiple overlapping monthly cycles.
M07	Monthly 7th	A monthly cycle that begins on the 7th of the month. To be used if the employer has multiple overlapping monthly cycles.

Code	Report Type	Description
M08	Monthly 8th	A monthly cycle that begins on the 8th of the month. To be used if the employer has multiple overlapping monthly cycles.
M09	Monthly 9th	A monthly cycle that begins on the 9th of the month. To be used if the employer has multiple overlapping monthly cycles.
M10	Monthly 10th	A monthly cycle that begins on the 10th of the month. To be used if the employer has multiple overlapping monthly cycles.
M11	Monthly 11th	A monthly cycle that begins on the 11th of the month. To be used if the employer has multiple overlapping monthly cycles.
M12	Monthly 12th	A monthly cycle that begins on the 12th of the month. To be used if the employer has multiple overlapping monthly cycles.
M13	Monthly 13th	A monthly cycle that begins on the 13th of the month. To be used if the employer has multiple overlapping monthly cycles.
M14	Monthly 14th	A monthly cycle that begins on the 14th of the month. To be used if the employer has multiple overlapping monthly cycles.
M15	Monthly 15th	A monthly cycle that begins on the 15th of the month. To be used if the employer has multiple overlapping monthly cycles.
M16	Monthly 16th	A monthly cycle that begins on the 16th of the month. To be used if the employer has multiple overlapping monthly cycles.
M17	Monthly 17th	A monthly cycle that begins on the17th of the month. To be used if the employer has multiple overlapping monthly cycles.
M18	Monthly 18th	A monthly cycle that begins on the 18th of the month. To be used if the employer has multiple overlapping monthly cycles.
M19	Monthly 19th	A monthly cycle that begins on the 19th of the month. To be used if the employer has multiple overlapping monthly cycles.
M20	Monthly 20th	A monthly cycle that begins on the 20th of the month. To be used if the employer has multiple overlapping monthly cycles.
M21	Monthly 21st	A monthly cycle that begins on the 21st of the month. To be used if the employer has multiple overlapping monthly cycles.
M22	Monthly 22th	A monthly cycle that begins on the 22nd of the month. To be used if the employer has multiple overlapping monthly cycles.
M23	Monthly 23rd	A monthly cycle that begins on the 23rd of the month. To be used if the employer has multiple overlapping monthly cycles.

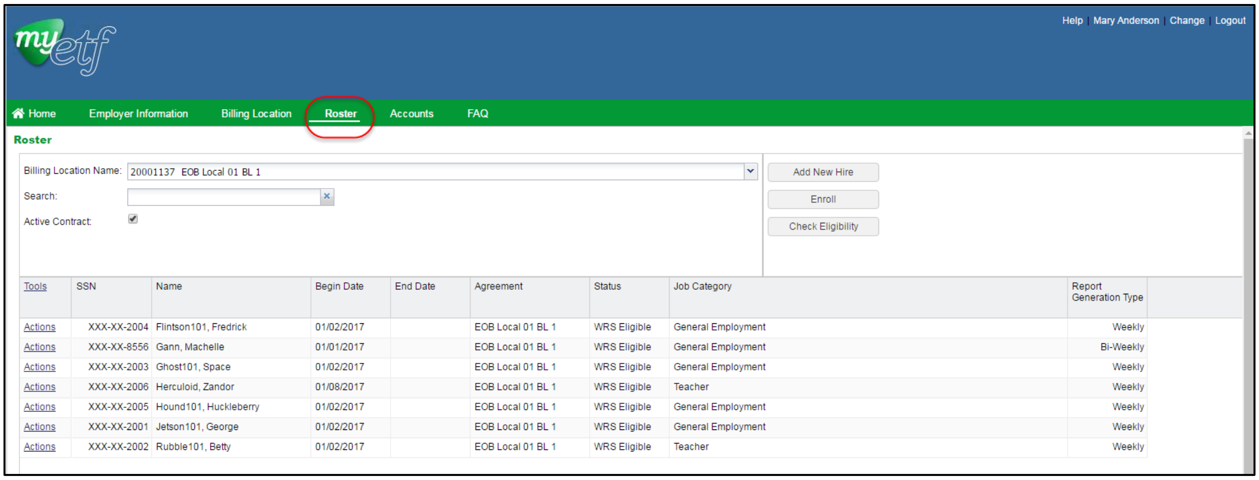
Code	Report Type	Description
M24	Monthly 24h	A monthly cycle that begins on the 24th of the month. To be used if the employer has multiple overlapping monthly cycles.
M25	Monthly 25th	A monthly cycle that begins on the 25th of the month. To be used if the employer has multiple overlapping monthly cycles.
M26	Monthly 26th	A monthly cycle that begins on the 26th of the month. To be used if the employer has multiple overlapping monthly cycles.
M27	Monthly 27th	A monthly cycle that begins on the 27th of the month. To be used if the employer has multiple overlapping monthly cycles.
M28	Monthly 28th	A monthly cycle that begins on the 28th of the month. To be used if the employer has multiple overlapping monthly cycles.
M29	Monthly 29th	A monthly cycle that begins on the 29th of the month. To be used if the employer has multiple overlapping monthly cycles.
M30	Monthly 30th	A monthly cycle that begins on the 30th of the month. To be used if the employer has multiple overlapping monthly cycles.
M31	Monthly 31st	A monthly cycle that begins on the 31st of the month. To be used if the employer has multiple overlapping monthly cycles.
S01	Semi-annual	A semi-annual cycle only used for conversion and reporting of pre-myETF adjustments.
A00	Annual	An annual cycle only used for conversion and reporting of pre-myETF adjustments.
S02	Semi-Monthly 1st	A semi-monthly cycle that begins on the 1st of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S03	Semi-Monthly 2nd	A semi-monthly cycle that begins on the 2nd of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S04	Semi-Monthly 3rd	A semi-monthly cycle that begins on the 3rd of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S05	Semi-Monthly 4th	A semi-monthly cycle that begins on the 4th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S06	Semi-Monthly 5th	A semi-monthly cycle that begins on the 5th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S07	Semi-Monthly 6th	A semi-monthly cycle that begins on the 6th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.

Code	Report Type	Description
S08	Semi-Monthly 7th	A semi-monthly cycle that begins on the 7th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S09	Semi-Monthly 8th	A semi-monthly cycle that begins on the 8th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S10	Semi-Monthly 9th	A semi-monthly cycle that begins on the 9th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S11	Semi-Monthly 10th	A semi-monthly cycle that begins on the 10th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S12	Semi-Monthly 11th	A semi-monthly cycle that begins on the 11th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S13	Semi-Monthly 12th	A semi-monthly cycle that begins on the 12th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S14	Semi-Monthly 13th	A semi-monthly cycle that begins on the 13th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S15	Semi-Monthly 14th	A semi-monthly cycle that begins on the 14th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S16	Semi-Monthly 15th	A semi-monthly cycle that begins on the 15th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S17	Semi-Monthly 16th	A semi-monthly cycle that begins on the 16th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S18	Semi-Monthly 17th	A semi-monthly cycle that begins on the 17th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S19	Semi-Monthly 18th	A semi-monthly cycle that begins on the 18th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S20	Semi-Monthly 19th	A semi-monthly cycle that begins on the 19th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S21	Semi-Monthly 20th	A semi-monthly cycle that begins on the 20th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S22	Semi-Monthly 21st	A semi-monthly cycle that begins on the 21st of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S23	Semi-Monthly 22nd	A semi-monthly cycle that begins on the 22nd of the month. To be used if the employer has multiple overlapping semi-monthly cycles.

Code	Report Type	Description
S24	Semi-Monthly 23rd	A semi-monthly cycle that begins on the 23rd of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S25	Semi-Monthly 24th	A semi-monthly cycle that begins on the 24th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S26	Semi-Monthly 25th	A semi-monthly cycle that begins on the 25th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S27	Semi-Monthly 26th	A semi-monthly cycle that begins on the 26th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S28	Semi-Monthly 27th	A semi-monthly cycle that begins on the 27th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S29	Semi-Monthly 28th	A semi-monthly cycle that begins on the 28th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S30	Semi-Monthly 29th	A semi-monthly cycle that begins on the 29th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S31	Semi-Monthly 30th	A semi-monthly cycle that begins on the 30th of the month. To be used if the employer has multiple overlapping semi-monthly cycles.
S32	Semi-Monthly 31st	A semi-monthly cycle that begins on the 31st of the month. To be used if the employer has multiple overlapping semi-monthly cycles.

Using the Roster Tab

The *Roster* tab contains the list of employees at a billing location. This tab is used to create new employees and to update existing employee records. By default, the grid displays only the active contracts. Remove the checkmark from the checkbox next to this option to display terminated employees.



- Use the **Billing Location Name** drop-down list to select the appropriate billing location and view the list of employees for that location in the grid.

  You can use the **Tools** link in the grid header to export the employee roster list in a PDF, XLS, or CSV format.
- Click the **Add New Hire** button to create a new employee record for a person not listed on the roster as needed.
- Click the **Actions** link next to an employee name to view and update their employment record.

This section includes instructions to perform the following:

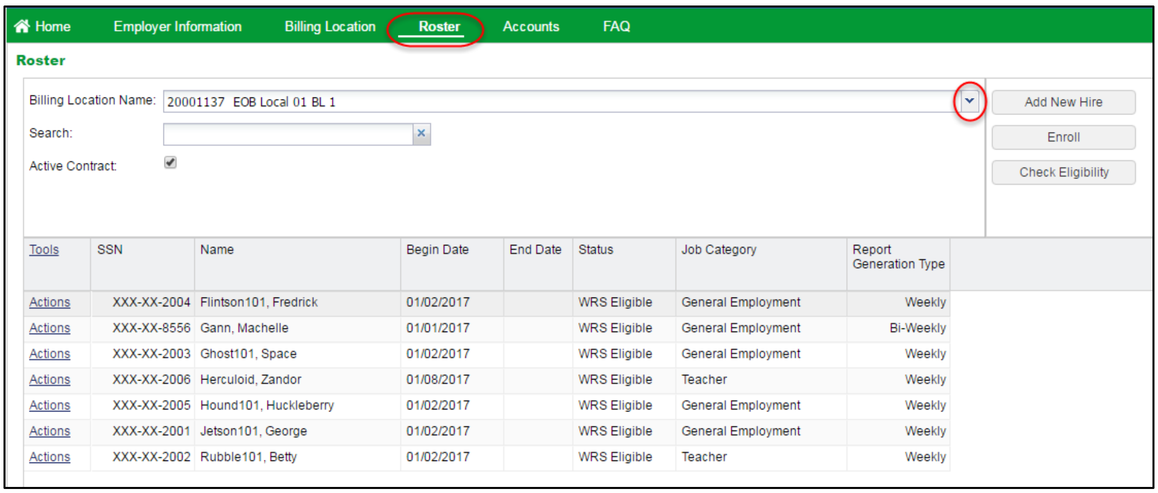
- Searching for an Employee Record
- Exporting the Employee Roster
- Viewing and Updating an Employee Record
  - → Adding Member Contract Information
  - → Viewing and Updating Member Contract Details
  - → Viewing and Updating Employment Information
- Adding a New Hire
- Viewing a Member's Work History

Searching for an Employee Record

Each employee at a billing location for an employer displays in the Roster grid. An employee may be listed more than once in the grid when they are employed in multiple job categories or have multiple contracts with the employer.

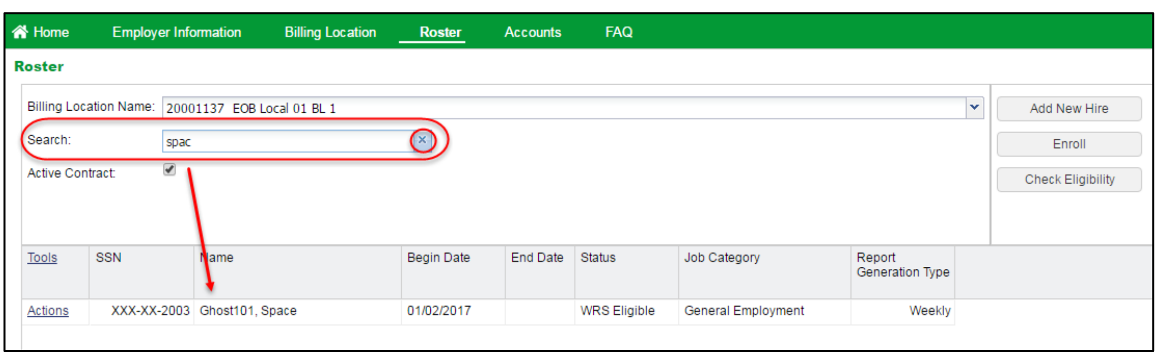
1) Log in to myETF Employer Online Services as shown in Logging In.
2) Click the *Roster* tab.

   The Billing Location Name displays a default billing location for the employer. The majority of employers have only one billing location.
3) Select the **billing location** from the drop-down list to display the employees for that location if needed.



4) Optionally, search for a specific employee name by entering their last name, first name in the **Search** text box located under the **Billing Location Name**.

   As you type, the list of names filters automatically.

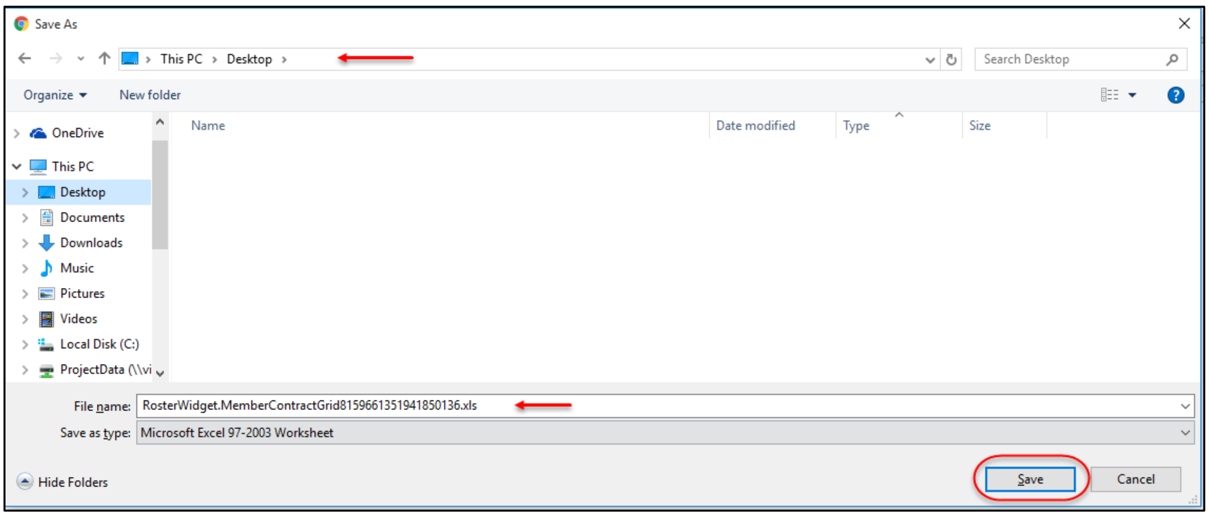


   To remove the filter, click the X next to the **Search** box.
5) Optionally, deselect the **Active Contract** checkbox to include employees in the list who no longer have an active member contract.

The employees for the selected billing location (as filtered) display in the Roster grid.

Exporting the Employee Roster

1) Log in to myETF Employer Online Services as shown in Logging In.
2) Click the *Roster* tab.
3) Select the billing location from the drop-down list to display the employees for that location.
4) Click the **Tools** link in the grid header.
5) Select **Export** and then the format of the exported list (PDF, XLS, or CSV).
6) Locate the appropriate location on your computer or network in the *Save As* pop-up.
7) Update the **File Name** as needed.
8) Click **Save**.



The file saves with the name you entered to the location selected.

9) Navigate to the location where you saved the file to open the exported file.

Viewing and Updating an Employee Record

1) Search for an employee on the *Roster* tab. (See Searching for an Employee Record.)
2) Click the **Actions** link next to the employee name to perform one of the following:
   - → **Add Member Contract**: create a new member contract for an employee who is hired in a second job category at the same billing location. A member contract is the employment information about the employee's employment at your billing location. Employees may have multiple member contracts at your billing location if they are hired to work in multiple job categories or are paid on different reporting cycles simultaneously. (See Adding Member Contract Information.)
   - → **View Details**: review and update the member contract information for an employee's job category and employment details. (See Viewing and Updating Member Contract Details.)
   - → **Insurance Enrollment**: enroll an employee in an insurance program. Not available for myETF Employer Reporting Confirmation.
   - → **View Employee Info**: review and update the employee's record, including contact information, relationships, work history, and insurance enrollment. (See Viewing and Updating Employment Information.)

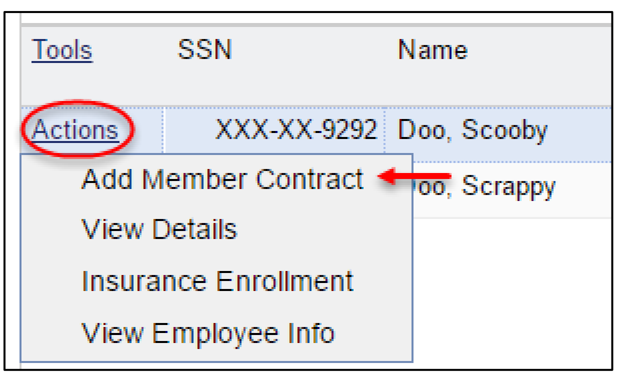
Adding Member Contract Information

Use the **Add Member Contract** option when an existing employee for an employer's billing location is hired to perform another job category within the same billing location simultaneously.

Note To update the information for an existing employee's job category, select the **View Details** option (see Viewing and Updating Member Contract Details).

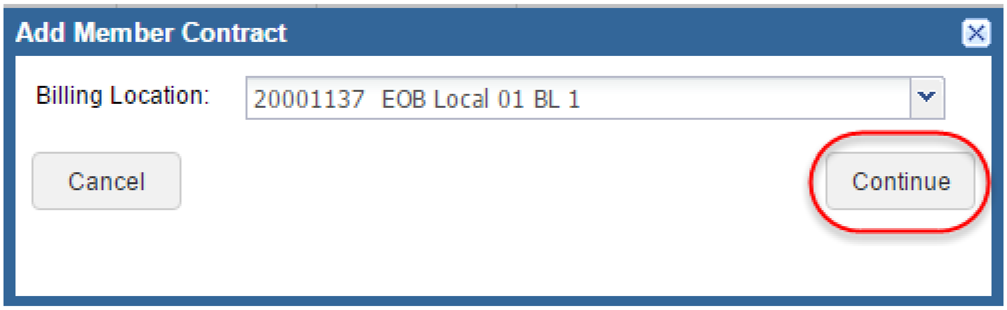
On the *Roster* tab for the employer's billing location:

1) Click the **Actions** link next to the employee's name.
2) Select **Add Member Contract**.



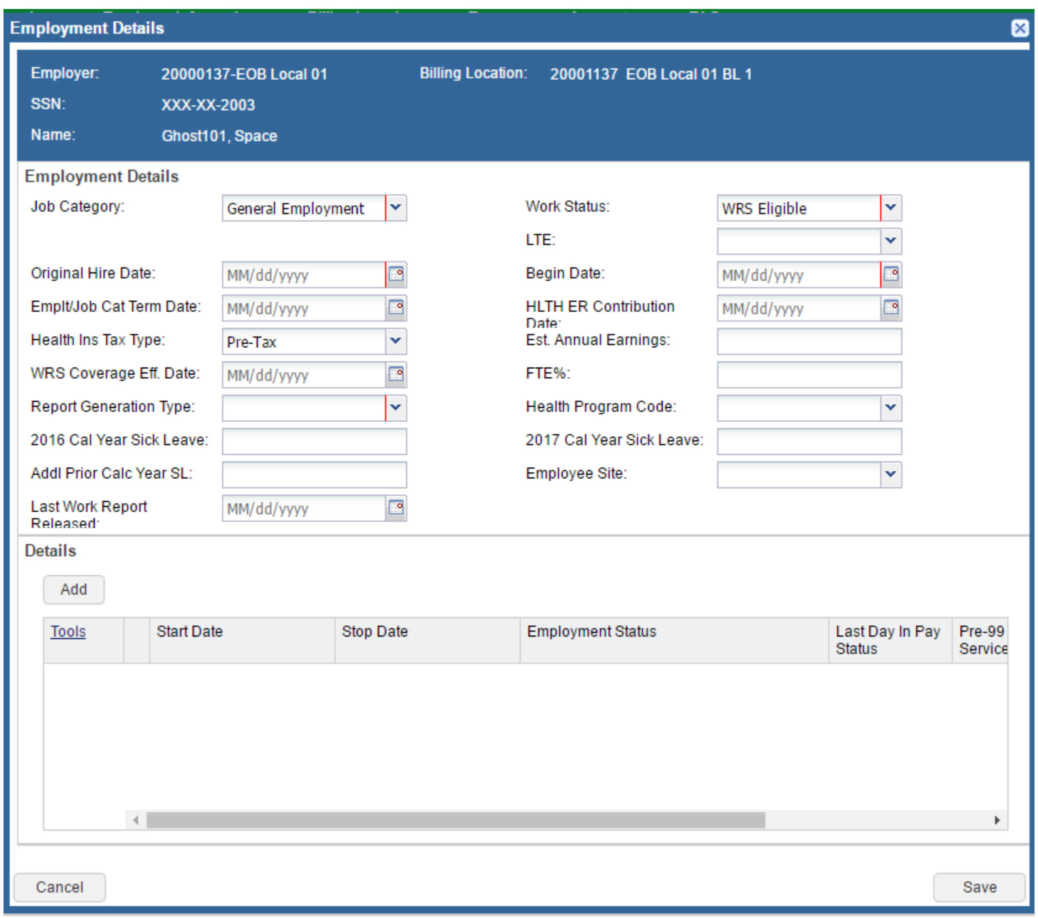
The *Add Member Contract* pop-up displays the Billing Location for the employee.

3) Update the **Billing Location** name to the specific billing location from the drop-down list if adding a member contract to an employee for a different billing location.
4) Click **Continue**.



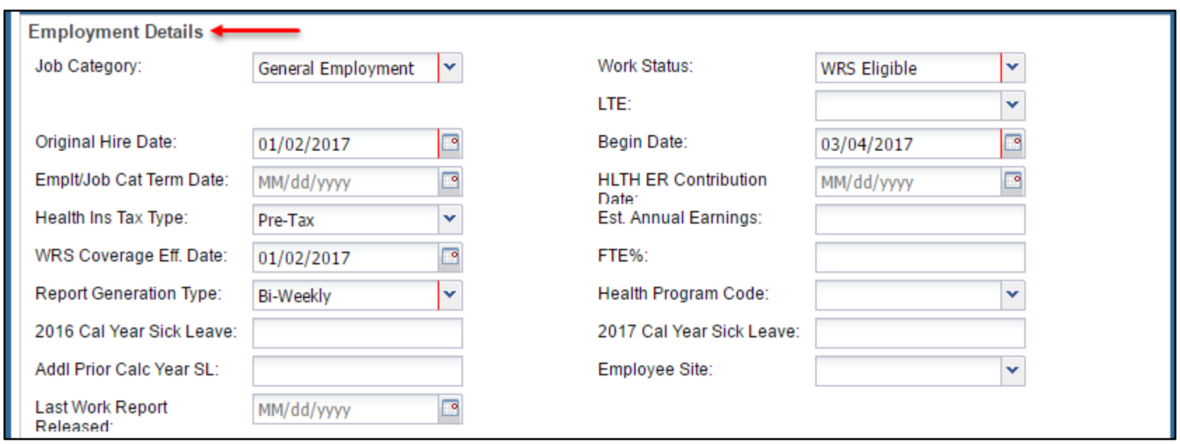
myETF opens the *Employment Details* pop-up displaying a blank Employment Details screen for the employee.

Note If you are trying to update the information for an employee's existing Job Category, select the **View Details** option next to the employee's record on the Roster that contains that Job Category (see Viewing and Updating Member Contract Details).

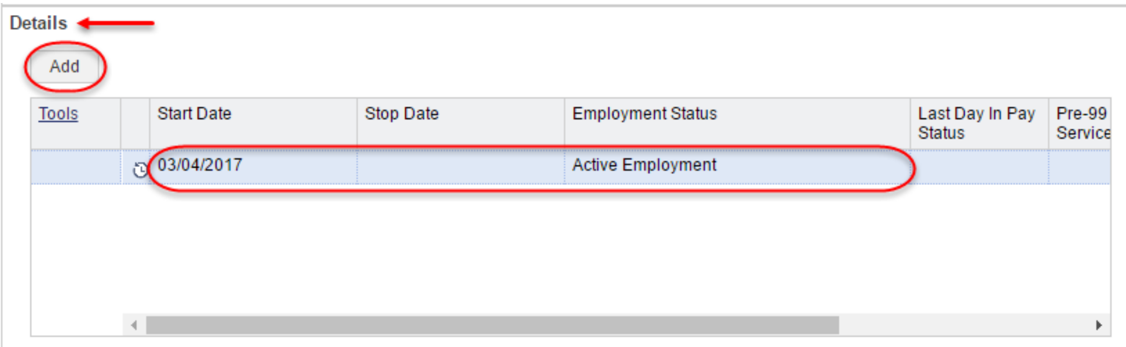


5) Update the fields in the Employment Details section as needed.

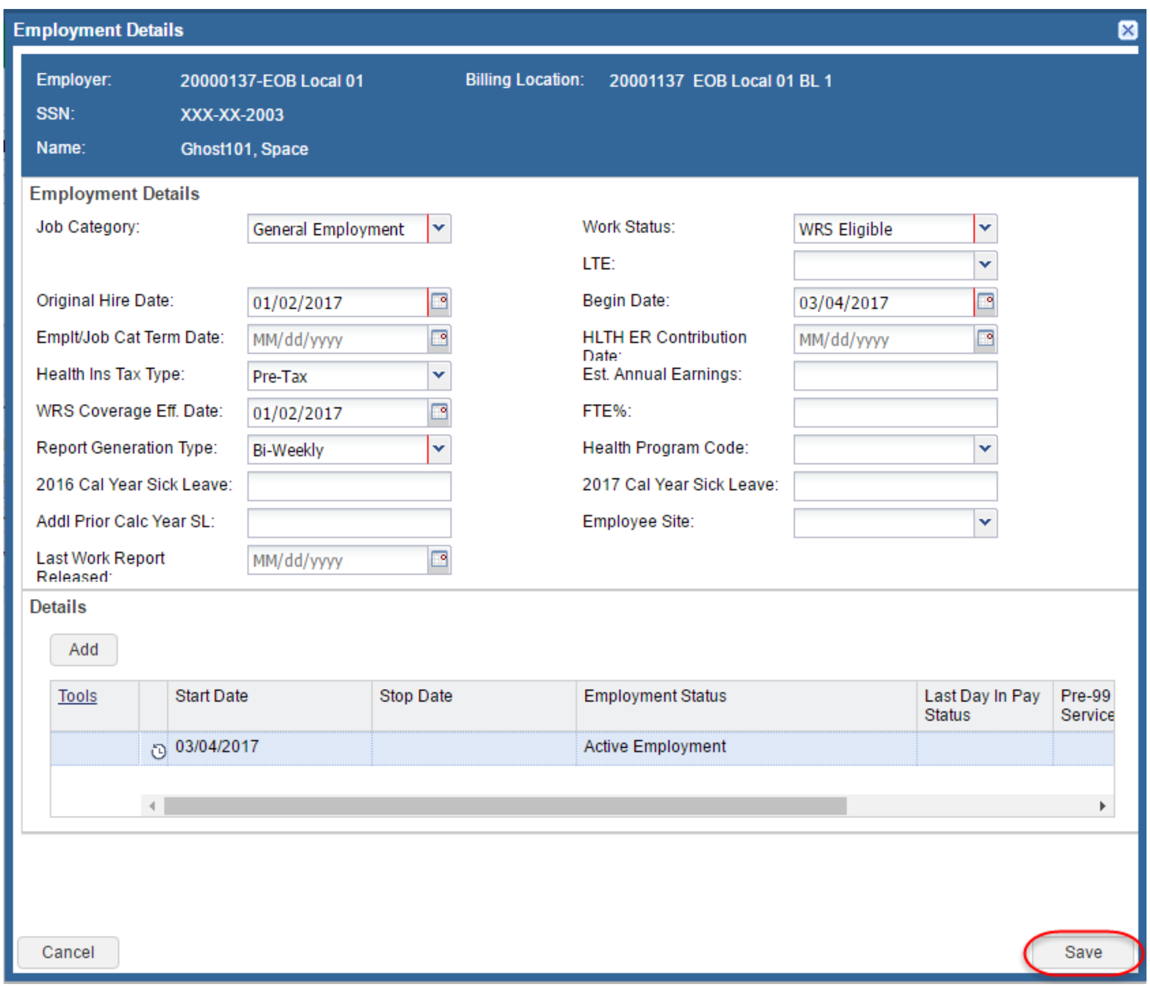
- **Job Category**: (Required) The category for the job the employee performs.
- **Work Status**: (Required) Indicates the WRS eligibility status.
- **LTE**: (State only) Indicates whether or not the employee is a limited term employee.
- **Original Hire Date**: (Required) Date the employee was originally hired at the employer, regardless of job category.
- **Begin Date**: (Required) Start date of the current employment record. Employment records are created when an employee is first hired, has a job category change, is assigned to a different payroll cycle, or has a work status change.
- **Emplt/Job Cat Term Date**: Date on which the employee was terminated or employment at the job category was terminated.
- **HLTH ER Contribution Date**: (Local Only) Date the employer health contributions begin (this is ER Contribution Date in the Payroll File Resource document).
- **Health Ins Tax Type**: Tax type under which the health insurance deduction is calculated (e.g., Pre-tax or Post-tax).
- **Est. Annual Earnings**: Estimated annual earnings for the employee.
- **WRS Coverage Eff. Date**: Date the employee's WRS Coverage began at the current employer. This is the WRS Enrollment Date.
- **FTE%**: (State Only) The percentage of full-time employment (e.g. 100 equals full-time employment).
- **Report Generation Type**: (Required) The reporting cycle on which the employee is paid.
- **Health Program Code**: (Local Only) The code for the Health Program in which the employee participates (this is Program Code in the Payroll File Resource document).
- **2016 Cal Year Sick Leave**: Populated by the system.
- **2017 Cal Year Sick Leave**: Populated by the system.
- **Addl Prior Cal Year SL**: Populated by the system.
- **Employee Site**: Location where employee primarily works or is assigned.
- **Last Work Report Released**: Populated by the system.



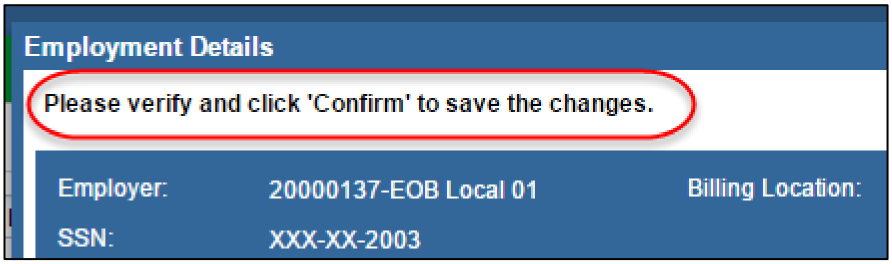
6) Scroll to the Details section.
7) Click **Add** to create a new record to the grid.
8) Click in each column of the new details record to update the following (the new record is light-grey in color until you enter the Start Date):
   - → **Start Date**: Date you entered in the **Begin Date** field.
   - → **Employment Status**: Select the option from the drop-down list.



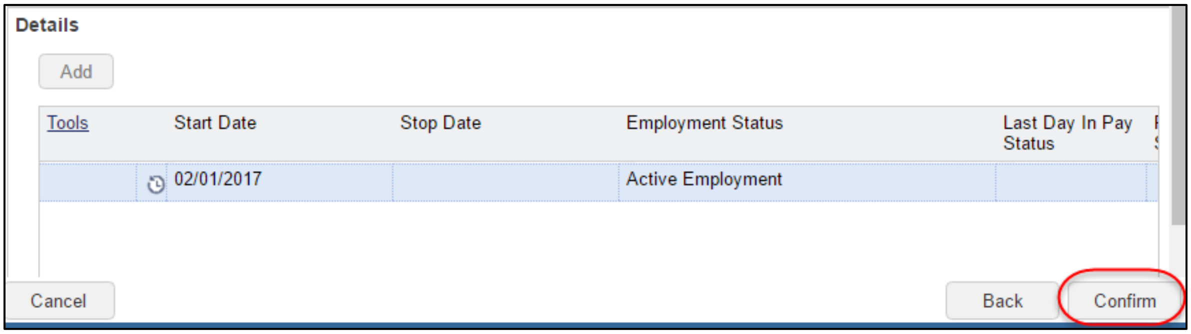
9) Click **Save** after entering the information.



A confirmation message displays at the top of the window.



10) **Confirm** the information entered is correct.



Note Click the **Back** button to update the information if needed, then **Save** to continue.

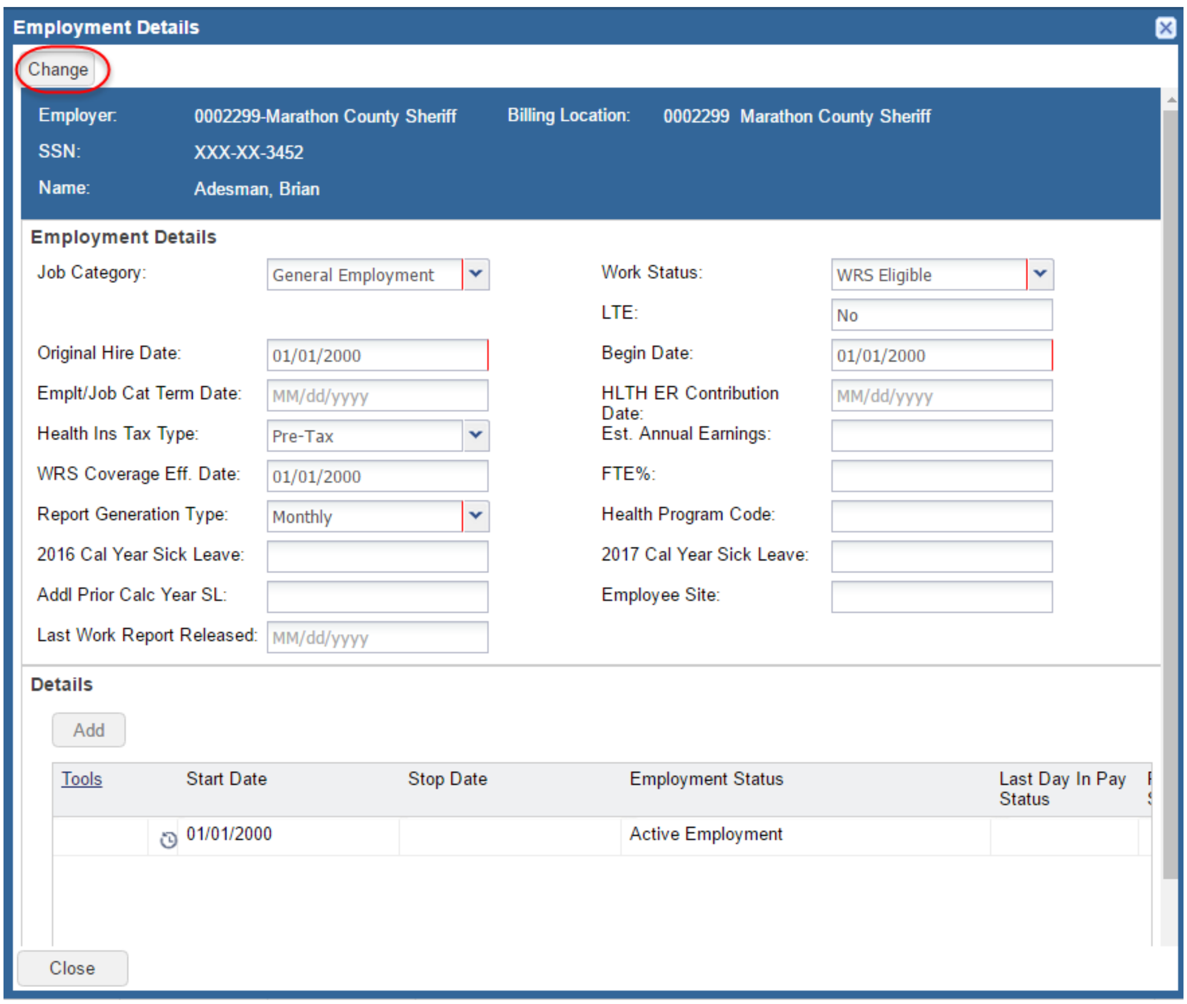
After confirming the information, any validation errors that need correction display on the window. Use the **Back** button to correct the information described in the message.

Viewing and Updating Member Contract Details

When you need to update or add details to a member's contract, use the *Actions* > *View Details* link for the employee's specific job category record. For example, you will update a member's contract when they go on leave, are terminated, or have a change in their work status. You may also need to update the employee's member contract when correcting validations on a work report. For example, you may need to update the employee's member contract if the Begin Date or Original Hire Date on the work report does not match the member contract for that job category. The specific validation being corrected will direct you to update the Roster when needed.

1) Search for an employee on the *Roster* tab. (See Searching for an Employee Record.)
2) Click the **Actions** link next to the employee's job category record.
3) Select **View Details**.

   myETF opens the *Employment Details* pop-up displaying the current information for the employee.
4) Click **Change** if the information shown needs to be update. (See Adding Member Contract Information for specific fields.)



5) Click **Save** after updating the information.

6) **Confirm** the information is correct. (Use the **Back** button as needed to correct the information.)

7) Click **Save**.

Note After saving, any validation errors that need correction display on the window. Use the **Back** button to correct the information in the message.

Viewing and Updating Employment Information

1) Search for an employee on the *Roster* tab. (See Searching for an Employee Record.)

2) Click the **Actions** link next to the employee name.

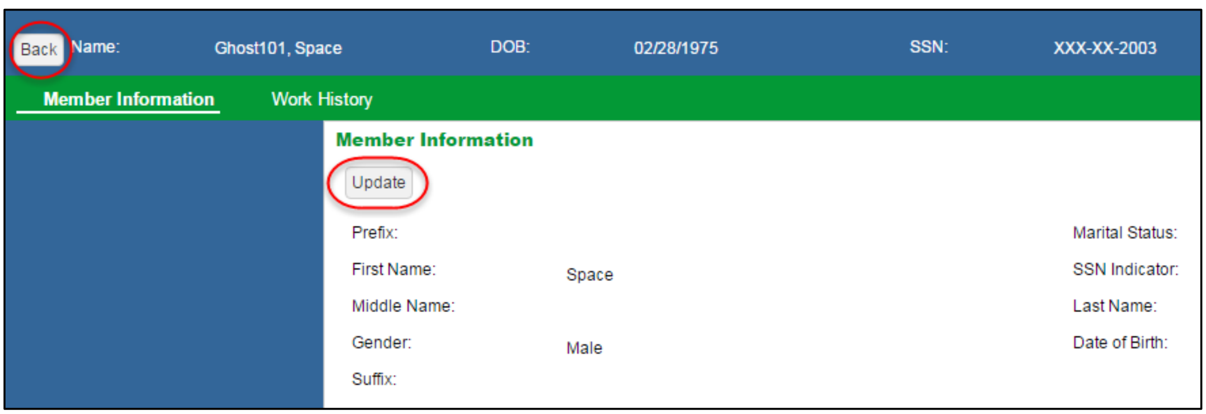
3) Select **View Employee Info**.

   myETF opens the *Employee* record, which contains four tabs.

   - **Member Information:** (default tab) displays a Member Information and an Employment Information section
   - **Work History**: displays the payroll records (See Viewing a Member's Work History.)

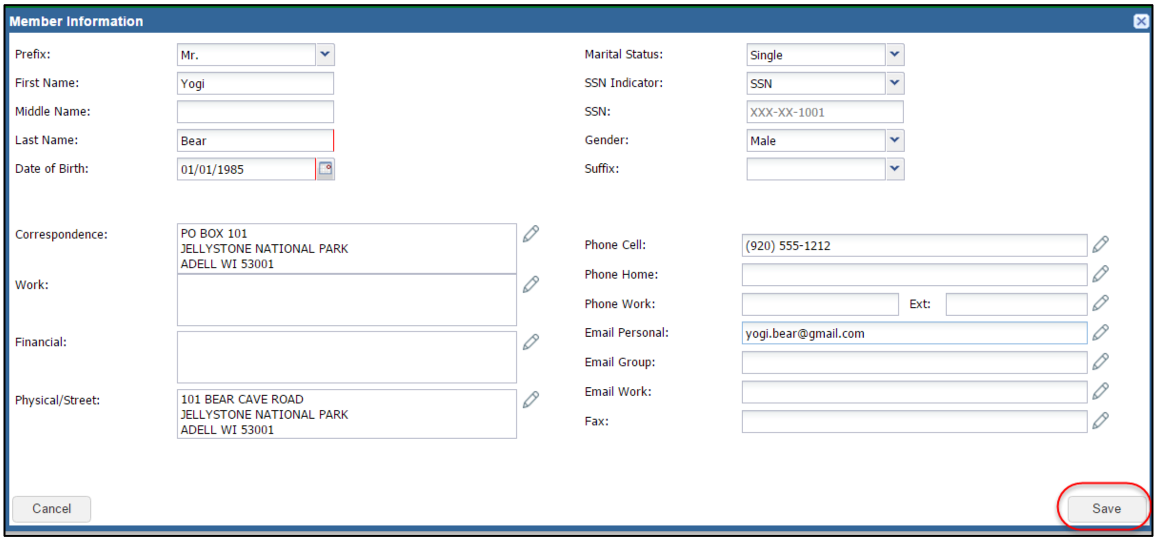
Note Click the **Back** button to return to the roster when needed. If you made updates to the record, save before clicking the **Back** button.

4) Click **Update** to change the demographic and contact information for the member.

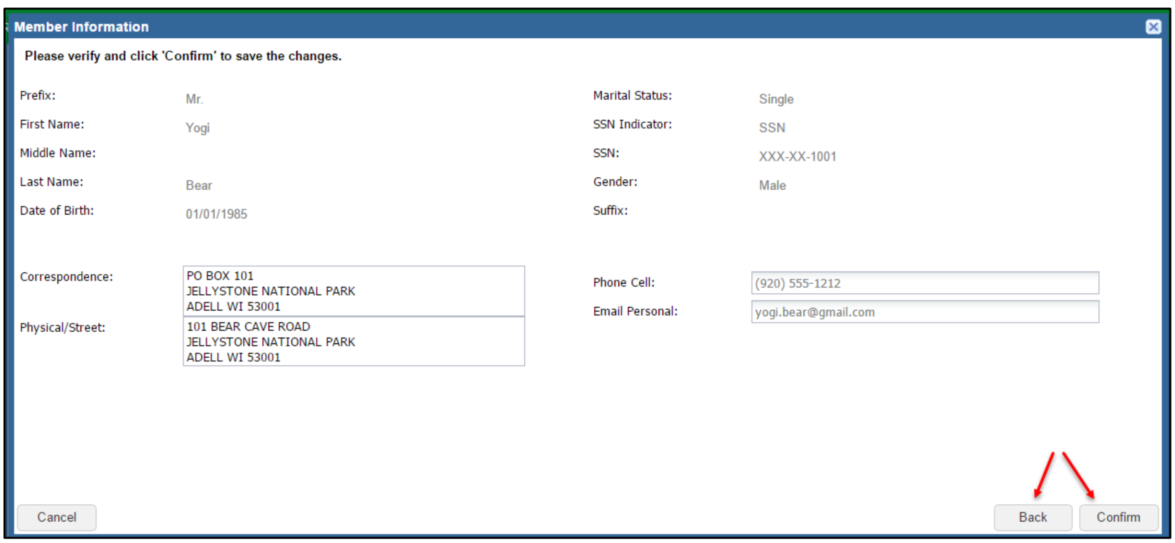


The Member Information sections displays the fields available for update.

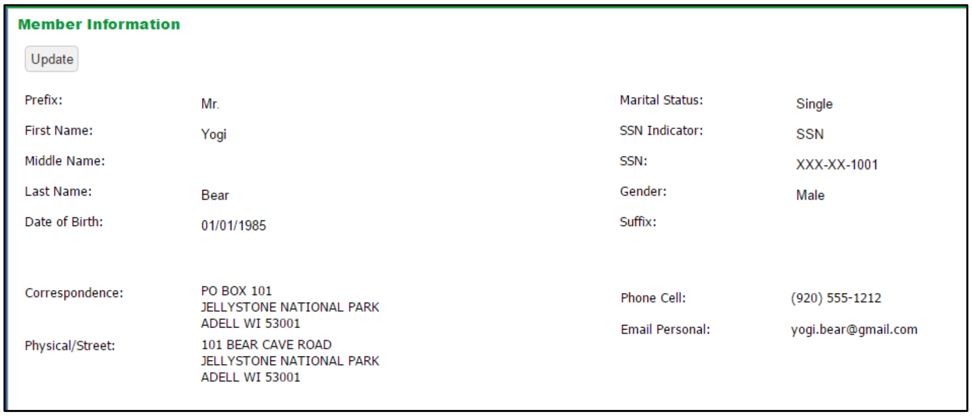
5) Update the demographic information, addresses, and contact information as needed.
6) Click **Save**.



7) Review the information entered.
8) Click **Confirm**. (Use the **Back** button if you need to correct the information.)



myETF displays the Member Information section with the updated information.



9) Click the **Actions** link next to an employment record in the Employment Information section to do the following:

- **Add Member Contract** (See Adding Member Contract Information.)
- **View Details** (See Viewing and Updating Member Contract Details.)
- **Insurance Enrollment** (Do not use for Confirmation.)

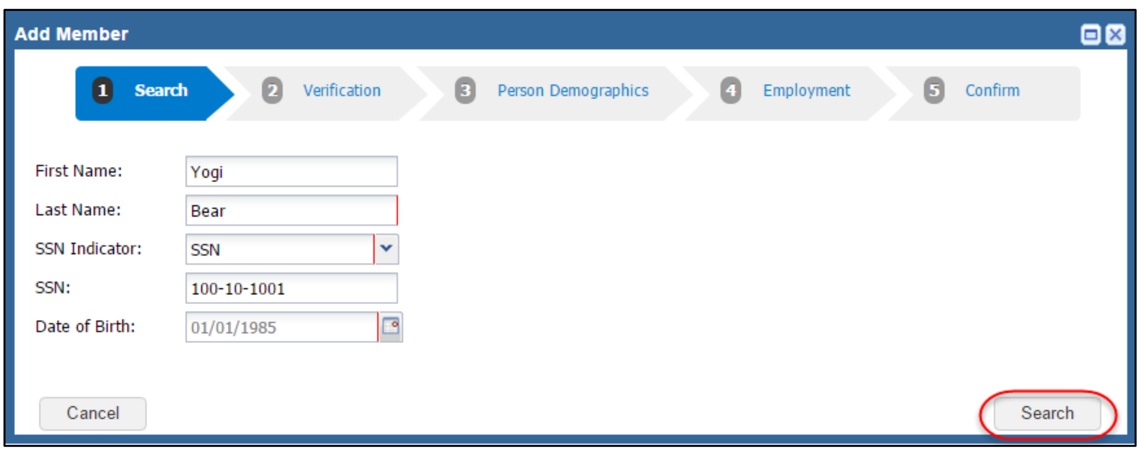
The changes you make are updated and reflected in the myETF portals accessed by ETF staff and the member.

Adding a New Hire

Use the *Add Member Wizard* when you are adding an employee to your billing location and **no record currently exists** on the employment roster for that billing location for the employee.

Note If an employee already has a record on the roster for the specified billing location, use *the Actions > Add Member Contract* option to create the new Job Category employment instead.

1) Open the *Add Member* wizard using one of the following options:
   - → Click the **Enroll an Employee** link in the I Want To… section of the *Home* page.
   - → Select the **Add New Hire** button on the *Roster* tab.
2) Enter the following information in the *Search* page of the wizard.
   - → **First Name**
   - → **Last Name** (required):
   - → **SSN Indicator** (required): defaults to SSN
   - → **SSN**: when available and the **SSN indicator** selected is SSN
   - → **Date of Birth** (required)
3) Click **Search**.



myETF displays the *Verification* page for you to review the information entered.

4) Click **New Member** if the information is correct.

If the information is incorrect, click the **Back** button to make the correction.

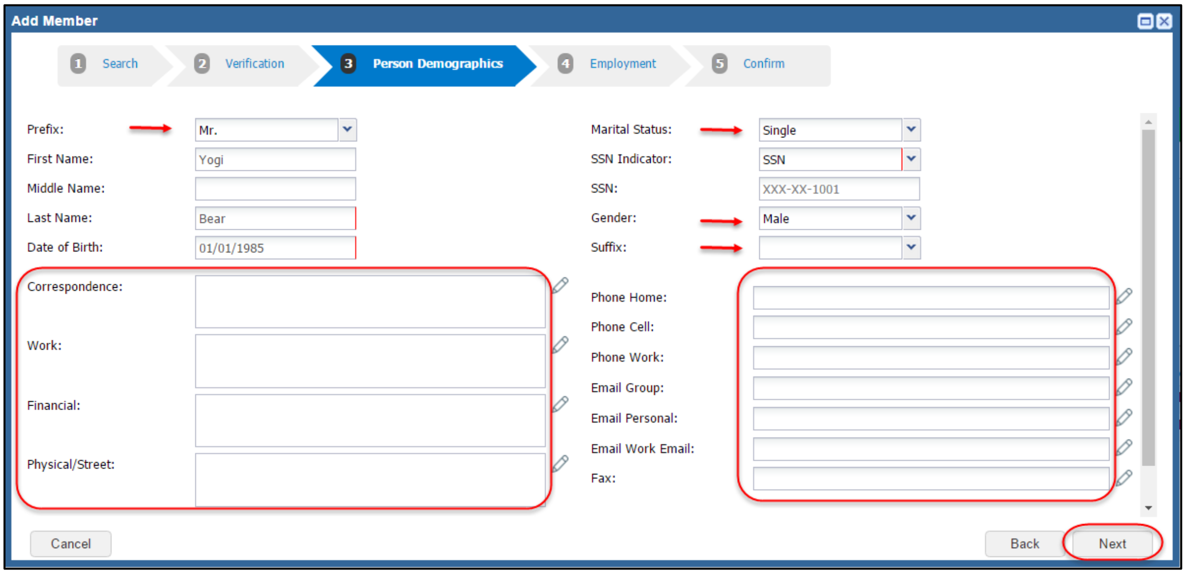
myETF displays the *Person Demographics* page for you to enter additional information, addresses, and contact (phone/email) information.

5) Update the following information if available:
   - → **Prefix**
   - → **Marital Status**
   - → **Gender** (required)
   - → **Suffix**
6) Add addresses for **Correspondence**, **Work**, **Financial**, and/or **Physical Street** address by clicking in the appropriate text box and completing the information in the *Addresses* pop-up. (See Adding and Updating Addresses.)

Note The address types you will be able to update when myETF goes live may be different or limited.

7) Add contact information for **Phone**, **Email**, and/or **Fax** by typing the numbers directly in the appropriate text box. (See Adding and Updating Contact Information.)

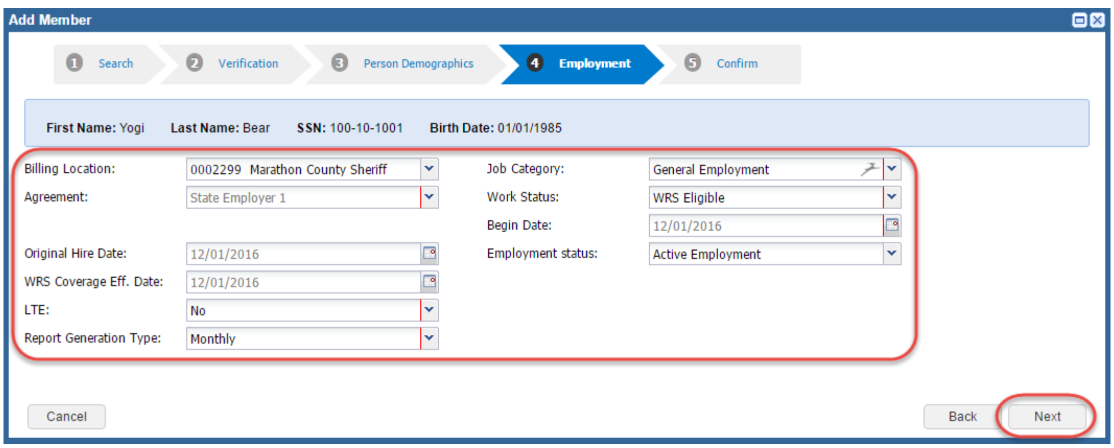
8) Click **Next**.



myETF displays the *Employment* page of the wizard.

9) Verify and/or enter the following information:
   - → **Billing Location**: Name of the location through which the member is paid. For most employers, the billing location is the same as your ETF ID (Employer ID).
   - → **Agreement**: Read-only, system-generated field based on the billing location.
   - → **Original Hire Date**: Date the employee was hired at the employer (regardless of job category).
   - → **WRS Coverage Eff Date**: Date on which the WRS coverage is effective.
   - → **LTE**: Indicates whether or not the member is a limited term employee.
   - → **Report Generation Type**: The reporting cycle on which the employee is paid.
   - → **Job Category**: Category in which the member works or will work.
   - → **Work Status**: WRS eligibility status.
   - → **Begin Date**: Date the current employment record begins. For a new hire, this is the same date as the Original Hire Date.
   - → **Employment Status**: Employment status of the member upon enrollment. For new hires, this is either Active Employment or Occasional Active Employment.

10) Click **Next**.

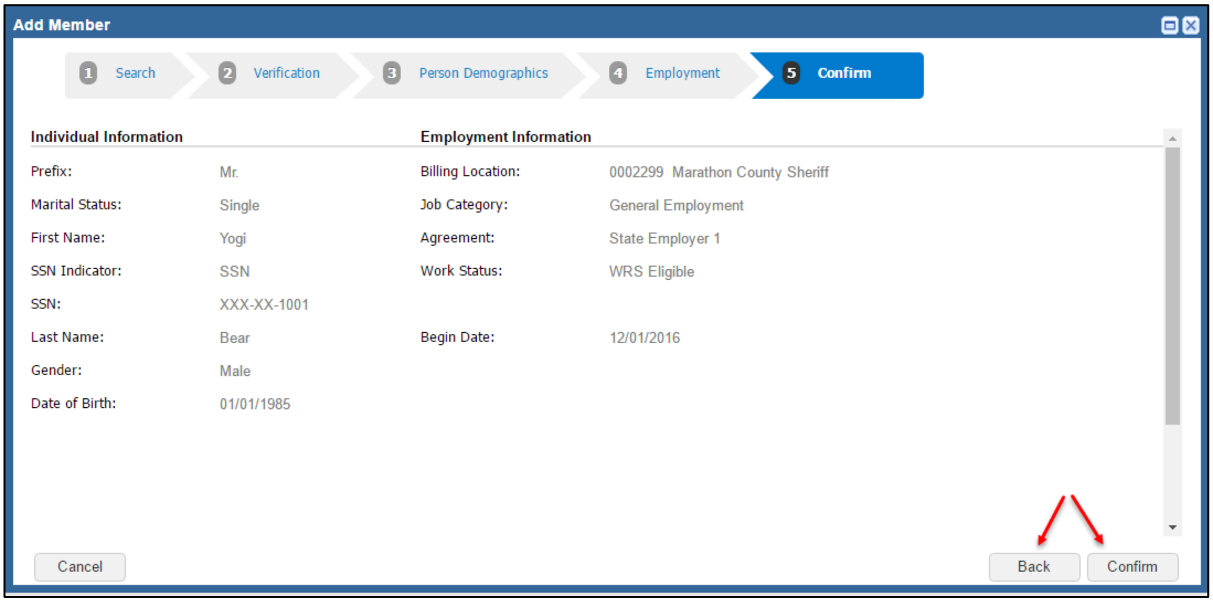


myETF displays the *Confirm* page of the wizard.

11) Review the information on the page.

12) Click **Confirm** if the information is correct.

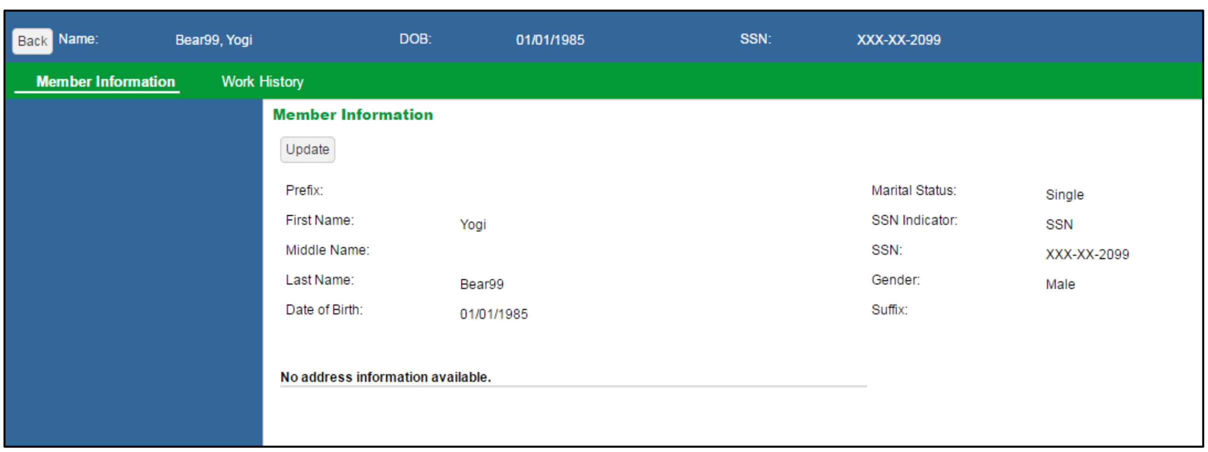
You can correct the information entered by clicking the **Back** button.



myETF displays the *Member Information* tab for the member's record.

You can access this window at any time by clicking the **Action** link next to the member's record on the *Roster* tab and selecting **View Employee Info**. (See [Viewing and Updating Employment Information].)

Note Only *Member Information* and *Work History* tabs are available for myETF Employer Reporting Confirmation.



13) Click the **Back** button to return to the *Roster* tab.
14) Click the **Actions** link next to the new employee's record in the Roster grid.
15) Click **View Details** to open the *Member Contract* window for the new employment.
16) Ensure that all information in the Employment section is complete.

Note If the information shown is not complete, including the information in the Details section of the Member Contract window, it can be changed using step 17.

17) Click **Change**.

- → Update information in the Employment Details section as needed.
- → Update the information in the Details section for the member's employment if not already shown. To update click **Add** in the Details section and complete the **Start Date** and **Employment Status**.
- → Click **Next.**
- → Confirm the information shown on the window.
- → Click **Save** to complete the employment record.

Viewing a Member's Work History

You can review the Work History for a member from the *Work History* tab of their employment record. This is a read-only window. No changes can be made on this window.

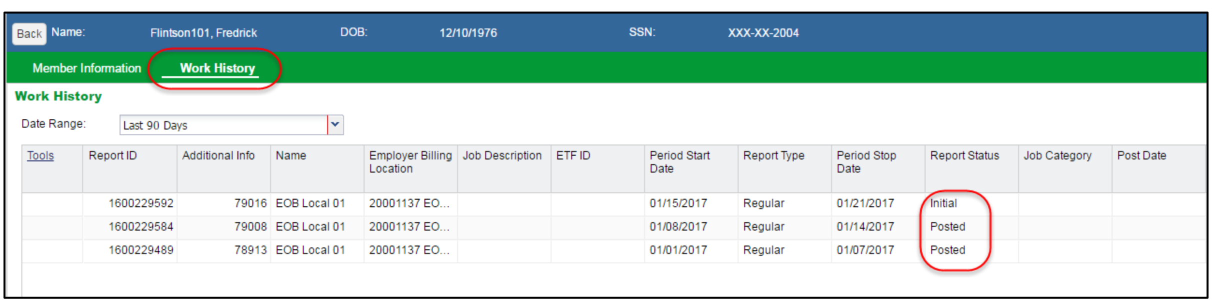
From the *Roster* tab:

1) Search for an employee on the *Roster* tab. (See Searching for an Employee Record.)
2) Click the **Actions** link next to the employee name.
3) Select **View Employee Info**.

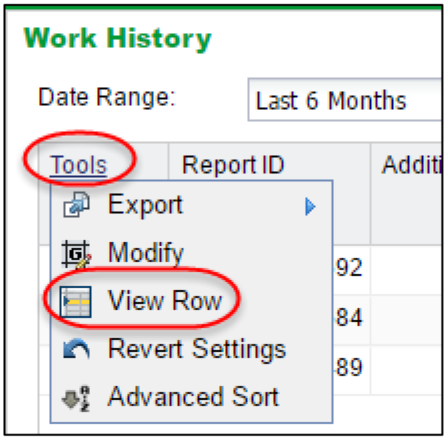
   myETF displays the *Member Information* tab by default.

4) Click the *Work History* tab.

   myETF displays the member's work history based on the Date Range selected. In the example below, the work history shown is for the Last 90 Days, based on the Payroll File information and work reports submitted for the employer. The status of the reports shown are Initial, which indicates the work report has not been submitted to ETF and Posted (submitted to ETF).

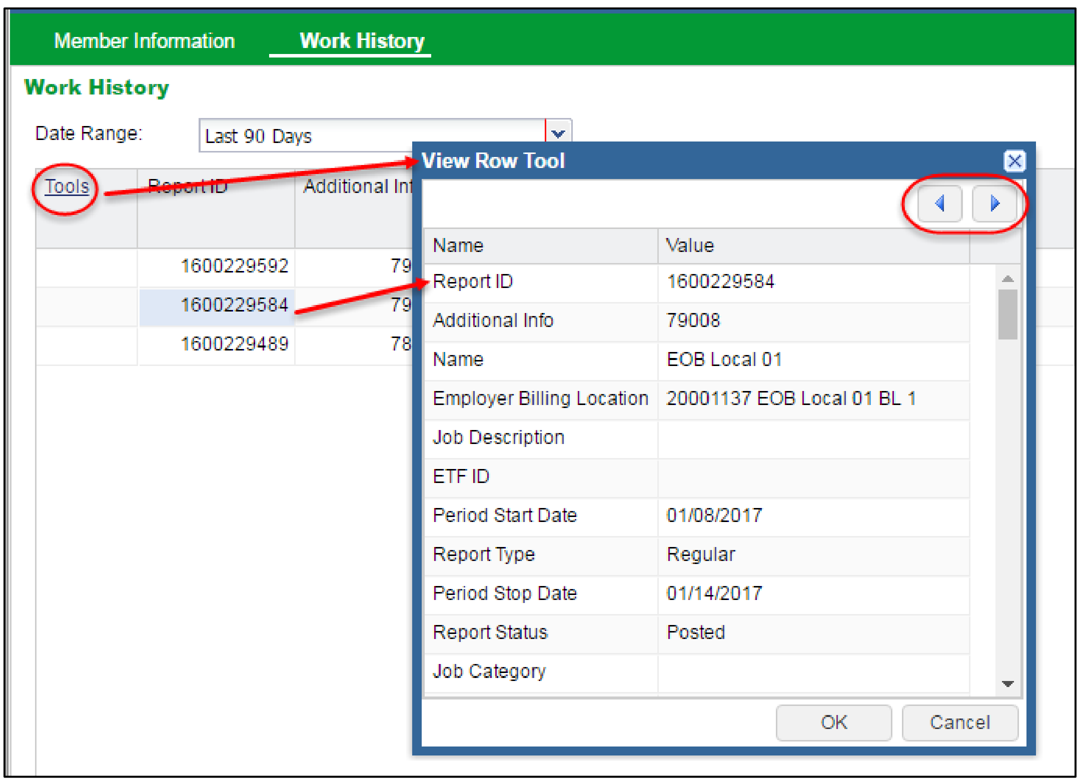


To view the record in the grid in a vertical format, click the **Tools** link in the grid header and select the **View Row** option.

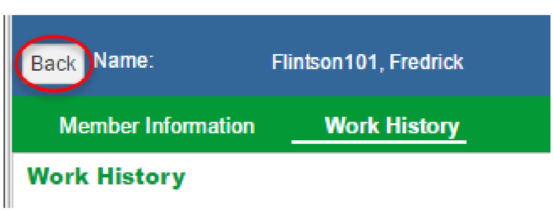


The *View Row Tool* pop-up displays on the window.

After reviewing the information, click **OK** to close the *View Row* pop-up.



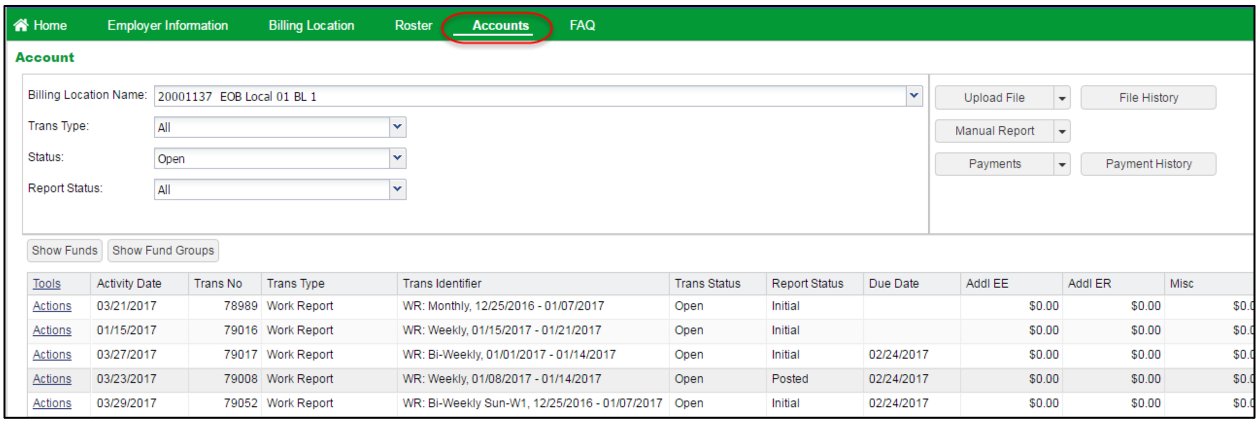
5) Click the **Back** button next to the member's name in the window header to return to the *Roster* tab.



Using the Accounts Tab

Use the *Accounts* tab to review transactions for your employer. In addition to reviewing your transactions you can use this to do the following:

- Upload a file (Payroll, Employment, or Insurance)
- Review your file history
- Make a one-time payment (not available during myETF Employer Reporting Confirmation)
- Review your payment history (not available during myETF Employer Reporting Confirmation)
- Create a manual work report



Searching for Account Transactions

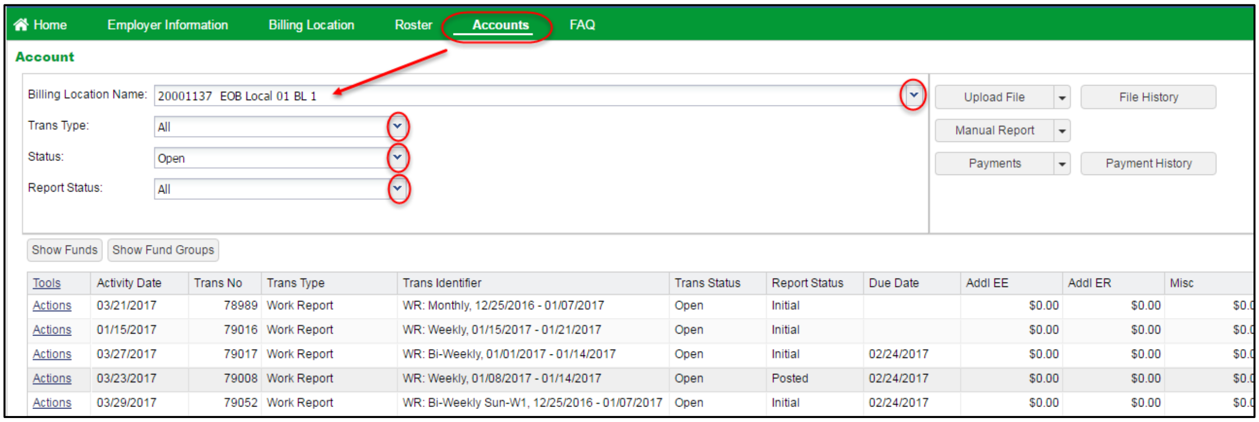
Account transactions are debit and credit activities that translate to balances due from employers to ETF. Debit transactions are typically those that create a balance due to ETF (e.g., Work Reports, positive balance Adjustment Work Reports, Interest due, etc.). Credit transactions reduce the amounts due (e.g., Payments, or negative Adjustment Work Reports).

When a transaction has a remaining balance (either credit or debit) that is not fully offset by another transaction (e.g.., work report paid by a payment), the transaction status is considered “Open.” When the balance is fully satisfied, the transaction is “Closed.” Closed transactions may be reopened by ETF when needed.

Offset transactions must be applied to each other to close the transaction (e.g., a payment(s) must be “applied” to a work report balance in full to close the open work report transaction. A payment that is more than the balance of a work report stays in “Open” status until the remaining portion is applied to another debit type transaction).

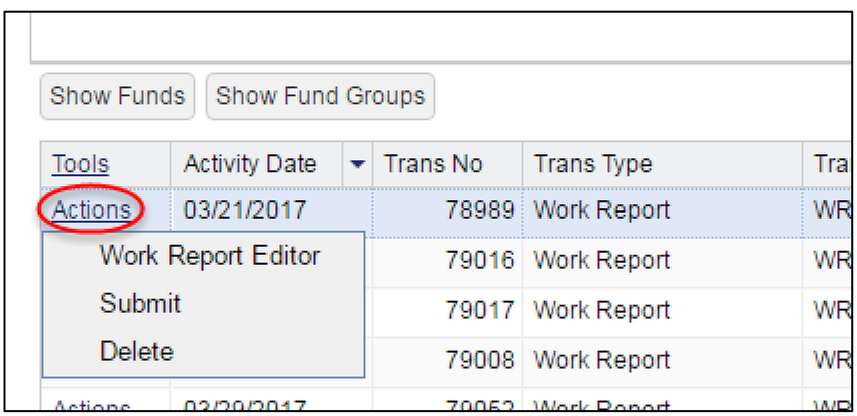
1) Log in to myETF Employer Online Services.
2) Select the *Accounts* tab.

3) Enter information in the filters section as needed.
   - → **Billing Location Name**
   - → **Trans Type**: For Confirmation, only select All Work Reports.
   - → **Status**:(e.g., Open or Closed)
   - → **Report Status**: (e.g., Initial, Pending, Released)



myETF filters the data in the Account grid based on the information entered.

4) Click the **Actions** link next to a transaction and select the appropriate option to review the transaction information. (The following options are available for work reports only.)
   - → **Work Report Editor**: Opens the Work Report Editor window for a work report.
   - → **Submit**: Submits a work report to ETF for release (only available when Report Status is "Initial"). A submitted work report is an employer's acknowledgement that all information included in the report is correct and that the amount due on the report is valid.
   - → **Delete**: Deletes a work report that has not been submitted.



Uploading a File through myETF Employer Online Services

Use the *Accounts* tab's **Upload File** button to upload a Payroll, Employment, or Insurance File. After the file is uploaded successfully, myETF runs validations for formatting and required data. If no errors or exceptions are found, myETF automatically processes the file to create the records on a Work Report (Payroll File) or sends the information directly to ETF (Employment or Insurance Files). To upload a file through the SFTP site, see Uploading a File Through the SFTP Site.

ETF recommends the following file naming convention for **files uploaded directly** through myETF Employer Online Services:

- **Payroll File Naming Conventions**:
  - → ETF_Payroll_[EmpETF_ID]_[paydate].csv (paydate formatted as mmddyyyy)
  - → ETF_Payroll_[EmpETF_ID]_[paydate].xml (paydate formatted as mmddyyyy)
- **Employment File Naming Conventions**:
  - → ETF_Employment_[EmpETF_ID]_[currentdate].csv (currentdate formatted as mmddyyyy)
  - → ETF_Employment_[EmpETF_ID]_[currentdate].xml (currentdate formatted as mmddyyyy)

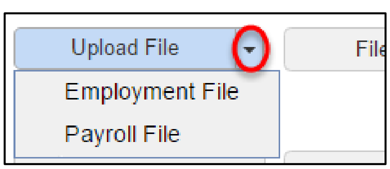
Please note that files uploaded through the SFTP site **must** follow the file naming convention listed in Uploading a File Through the SFTP Site.

ETF recommends the following Import Descriptions for the Payroll and Employment Files:

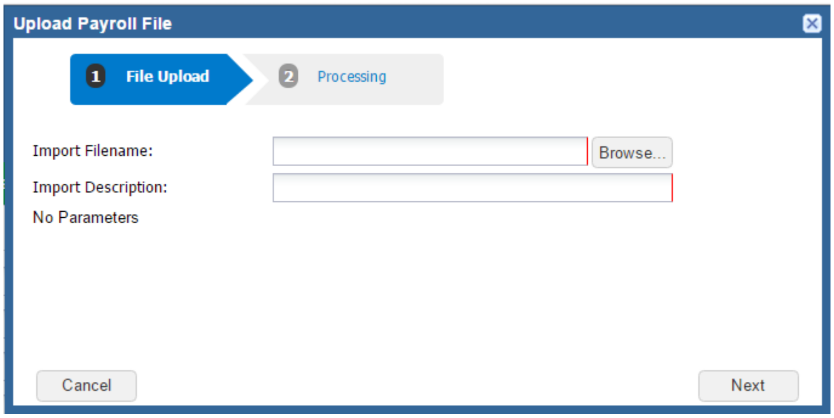
- **Payroll File Import Description**:
  - → EmpETF_ID and/or EmpName, Paydate
- **Employment File Import Description**:
  - → EmpETF_ID and/or EmpName

If any errors are located during the initial upload validation process, the **Status** of the file becomes **Validated with Errors.** If only exceptions are located during validation, the Status of the file is **Validated with Exceptions**. The errors must be corrected and the file manually re-validated and then processed. Exceptions should be reviewed, but are not required to be corrected.

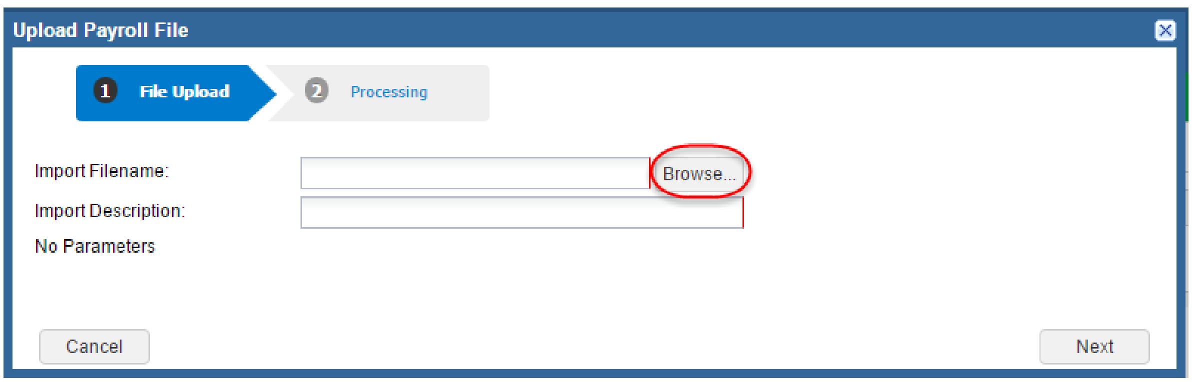
1) Log in to myETF Employer Online Services.
2) Open the *Upload [file type] File* wizard by using one of the following options:
   - → Selecting the **Upload a New Payroll File** link on the *Home* page in the I Want To… section to open the *Upload Payroll File* wizard. (For Payroll Files only at this time.)
   - → Clicking the *Accounts* tab and then, clicking the **Upload File** button and selecting the type of file from the drop-down list. (For both Payroll File and Employment File uploads,



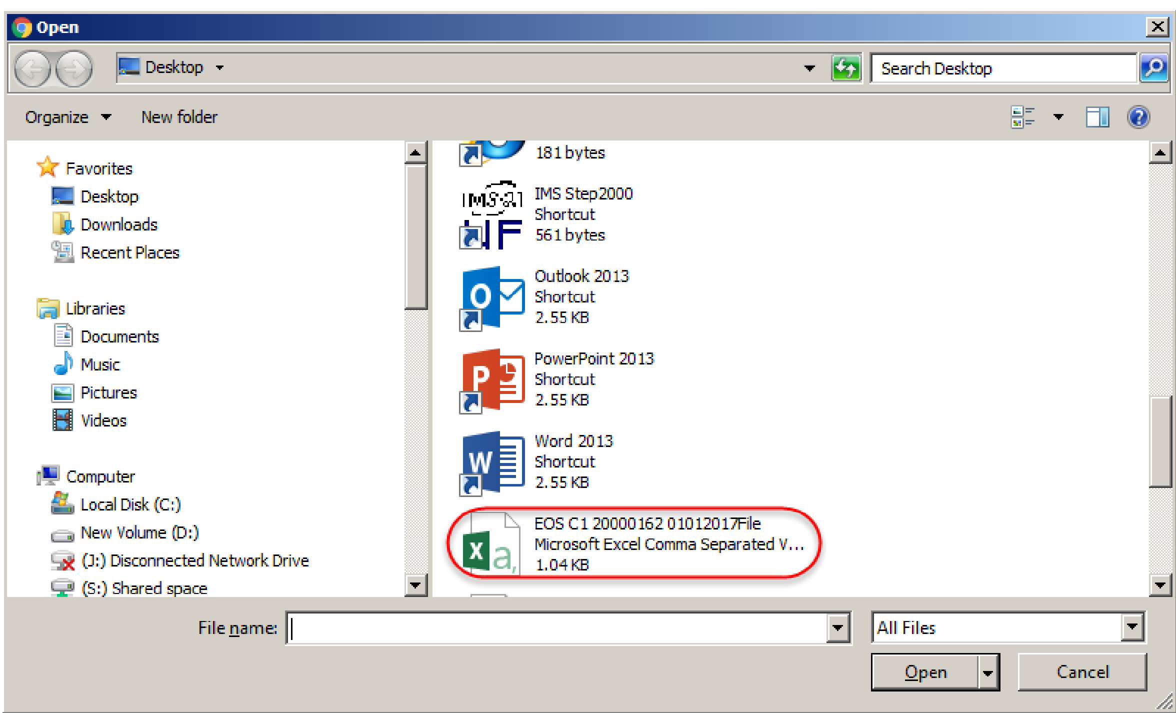
myETF opens the appropriate *Upload [file type] File* wizard based on the type of file selected from the drop-down list.)



3) Click **Browse** to open the *Save As* or *Open* pop-up (depending on your browser).



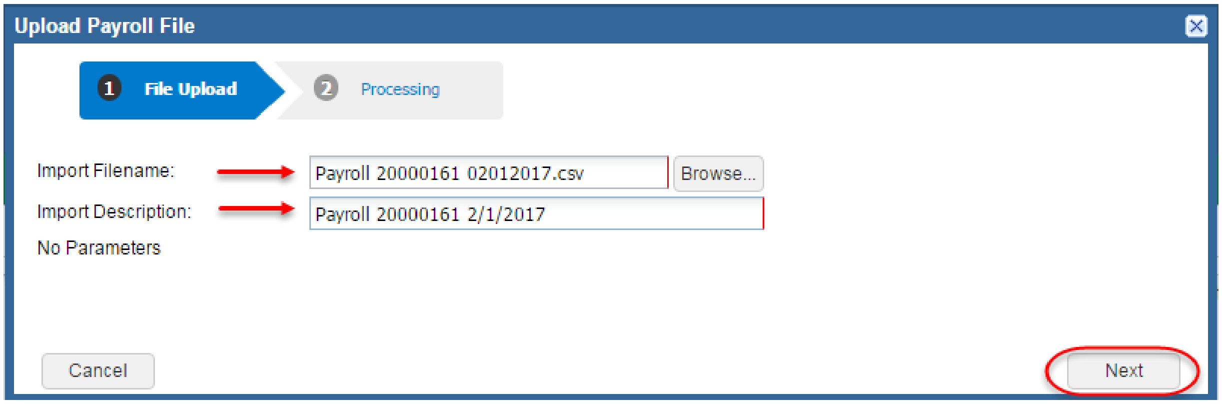
4) Locate and double-click the file to be uploaded in the *Save As* or *Open* pop-up.



myETF populates the **Import Filename** field with the name of the selected file.

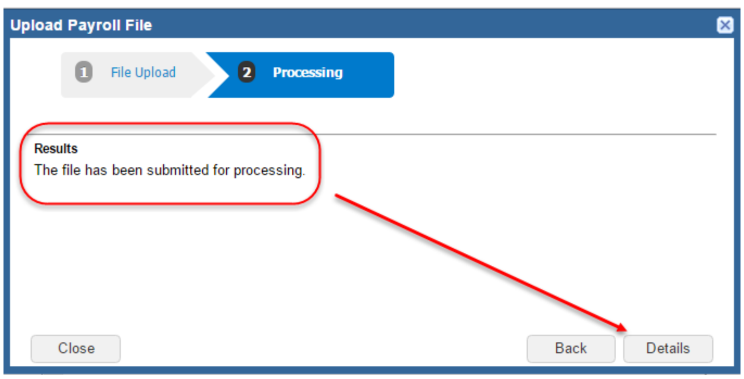
5) Enter a **Description** for the import (e.g. EmpETF_ID and/or EmpName, Paydate).

6) Click **Next**.

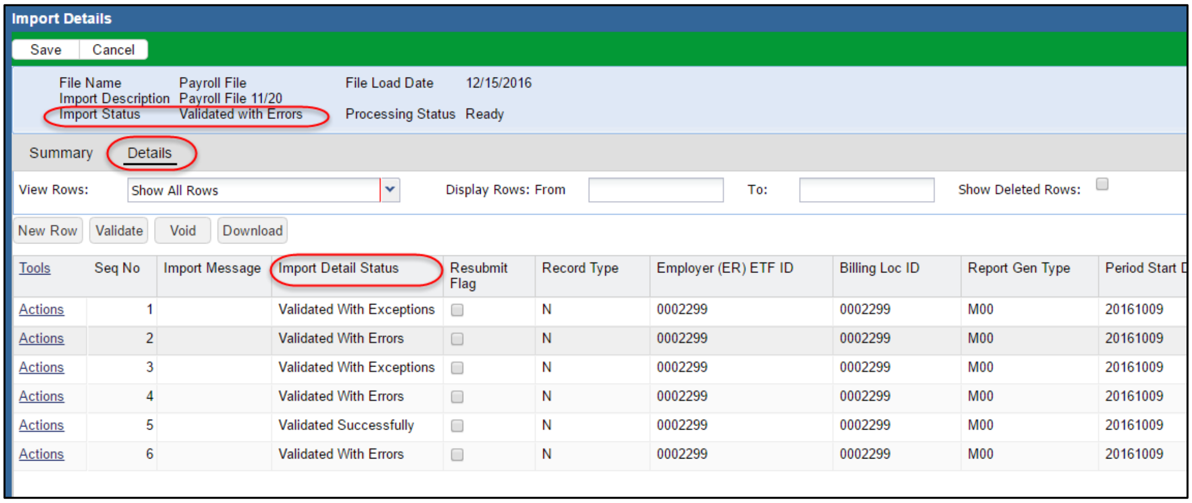


myETF displays a message on the *Processing* page of the *Upload Payroll File* wizard with a message ‘Processing upload...” After the file upload completes, the Results message indicating the success or failure of the upload displays on the screen. If the file failed to upload, the Results Message will also indicate the reason for failure.

7) Click **Details**.



myETF opens the *Import Details > Details* screen. The **Import Status** displays in the header. In the grid, the *Import Detail Status* column displays the status of each record in the imported file.



The next steps are to correct the errors (and exceptions as needed) on each record of the file. (See [Correcting an Uploaded File](#).)

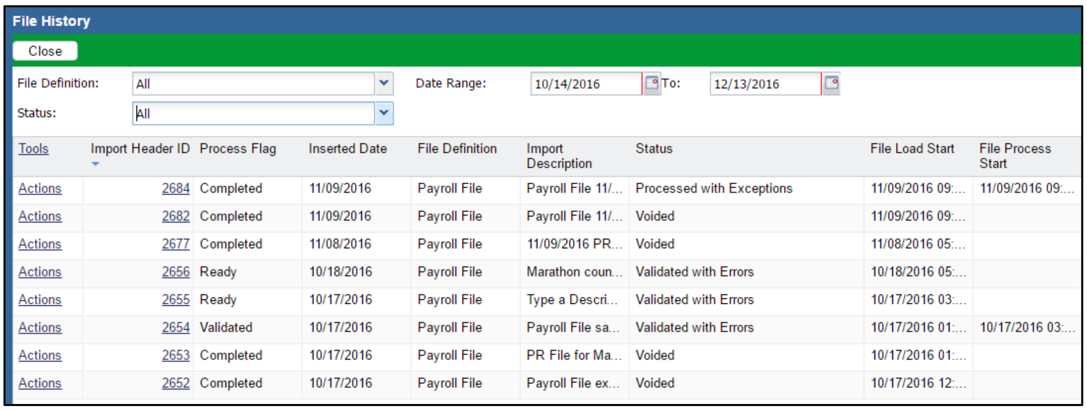
8) Click **Save** in the upper-left corner of the window, then click **Close** to close the *Import Details* window when you finish your review or corrections.

Locating an Uploaded File

After a file is uploaded, you can review the file by clicking the **File History** button on the *Accounts* tab. All files uploaded directly through myETF Employer Online Services or through the SFTP site (see Uploading a File Through the SFTP Site) may be found in this location.

1) Log in to myETF Employer Online Services as shown in Logging In.
2) Select the *Accounts* tab.
3) Select the **Billing Location** from the drop-down list as needed.
4) Click the **File History** button.

   myETF opens the *File History* window.


File History
Close
File Definition: All   Date Range: 10/14/2016 To: 12/13/2016
Status: All

Tools	Import Header ID	Process Flag	Inserted Date	File Definition	Import Description	Status	File Load Start	File Process Start
Actions	2684	Completed	11/09/2016	Payroll File	Payroll File 11/...	Processed with Exceptions	11/09/2016 09:...	11/09/2016 09:...
Actions	2682	Completed	11/09/2016	Payroll File	Payroll File 11/...	Voided	11/09/2016 09:...	
Actions	2677	Completed	11/08/2016	Payroll File	11/09/2016 PR...	Voided	11/08/2016 05:...	
Actions	2656	Ready	10/18/2016	Payroll File	Marathon coun...	Validated with Errors	10/18/2016 05:...	
Actions	2655	Ready	10/17/2016	Payroll File	Type a Descri...	Validated with Errors	10/17/2016 03:...	
Actions	2654	Validated	10/17/2016	Payroll File	Payroll File sa...	Validated with Errors	10/17/2016 01:...	10/17/2016 03:...
Actions	2653	Completed	10/17/2016	Payroll File	PR File for Ma...	Voided	10/17/2016 01:...	
Actions	2652	Completed	10/17/2016	Payroll File	Payroll File ex...	Voided	10/17/2016 12:...	

5) Use the filter fields to locate the appropriate file (not all fields may be needed).
   - → **File Definition**: Select the file type (Payroll, Employment, or Insurance). Currently, only Payroll File and Employment File are available.
   - → **Status**: Select the appropriate Status for the file as needed (e.g., Validated with Errors). See table below.
   - → **Date Range (from and to fields)**: Enter a date range during which the file was uploaded or validated with errors.

   myETF filters the files in the File History grid as you enter the criteria.
6) Click the **Actions** link next to appropriate file.
7) Select the appropriate option:
   - → **Validate**: Runs the validation process on the file to determine if errors or exceptions exist and/or were corrected.
   - → **Details**: Opens the *Details* window to review or correct records included in the uploaded file.
   - → **Process**: Processes the records in the file to create a Work Report (from a Payroll File) or directly into myETF (for Employment and Insurance files). The Process option is only enabled after a file validates without errors.
   - → **Void**: Removes the original file from further processing. A file may be voided prior to "Processing."
   - → **Download**: Download the contents of the file to your computer or network drive.

   myETF opens the appropriate window or performs the function selected.

Uploaded File Status Definitions

The following table describes each file status.

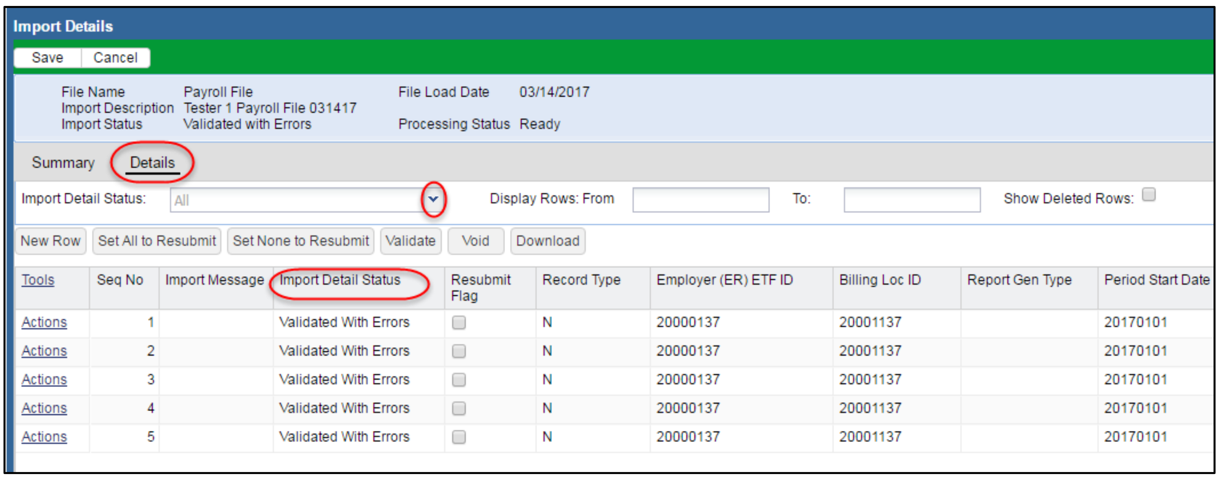
Uploaded File Status	Description
■ All	Displays all files regardless of status
■ Not Processed	File was uploaded but not processed
■ Validated Successfully	File validated successfully after correction of initial validation errors on upload. File needs to be processed.
■ Validated with Exceptions	File contains validation exceptions. If no errors are present, file may be processed.
■ Validated with Errors	File contains validation errors that must be corrected before it can be processed.
■ Processed Successfully	File is processed and data created a work report (if Payroll File) or updated records in myETF (if Employment or Insurance file). No further action can be taken on the file.
■ Processed with Exceptions	File processed with exceptions. If file is a Payroll File, review the work report and update as needed prior to submission.
■ Processed with Errors	File processed with errors. Update the file details screen to correct the errors shown and then re-process the file.
■ Voided	File was voided by a user and is not available for use. Re-upload a corrected file as needed.

Correcting an Uploaded File

When a file validates with errors or exceptions, myETF stops the file from further processing. You must correct any errors identified in the file. It is recommended that you review the exceptions, though these do not need to be corrected to continue processing the file.

When a file contains numerous errors or numerous records that contain similar types of errors, it may be more efficient to void the file (see Voiding an Uploaded File), correct the file offline, and re-upload the corrected file.

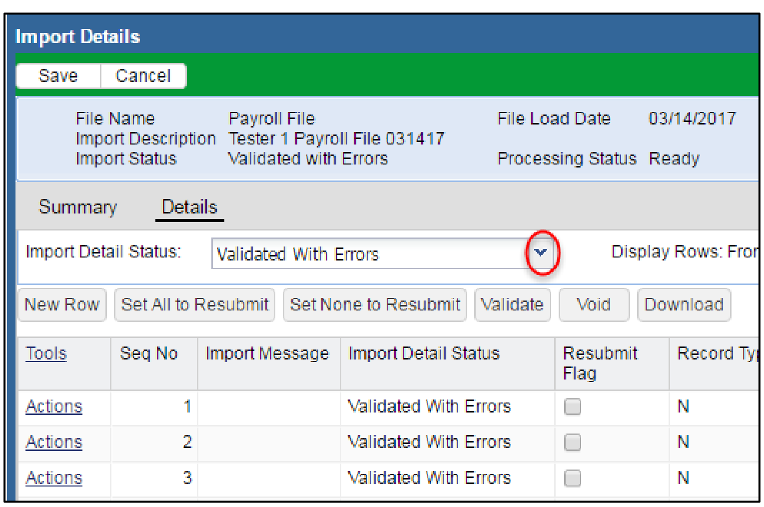
- If you are using the *Upload File Wizard*, click the **Details** button immediately after you upload the file to open the *Import Details* window.
- If you uploaded the file through the SFTP site or the *Upload File* wizard, but left the file corrections until a later date, click the **File History** button to locate the uploaded file as described in Locating an Uploaded File.



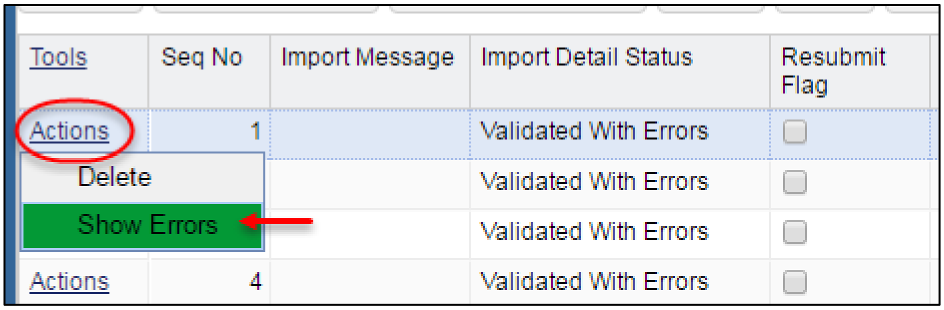
When you open the *Import Details* window, the *Details* tab displays in edit mode by default.

There may be a number of rows that need review and correction.

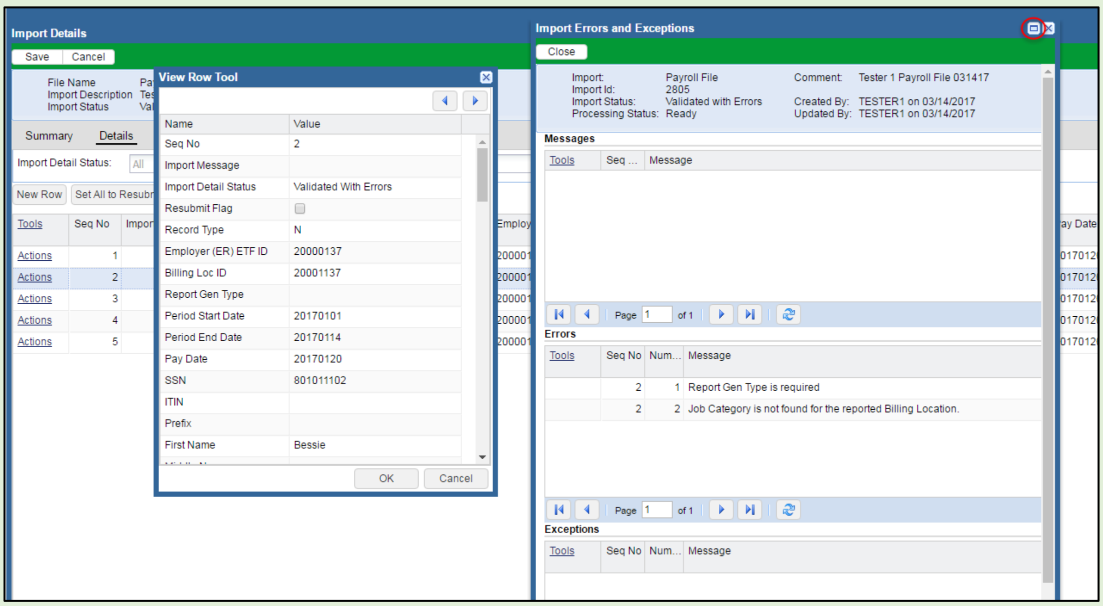
1) Filter the rows shown by clicking the **Import Details Status** drop-down list.
2) Select the option **Validated with Errors** to display only rows that have errors (or **Validated with Exceptions** to show rows with exceptions).



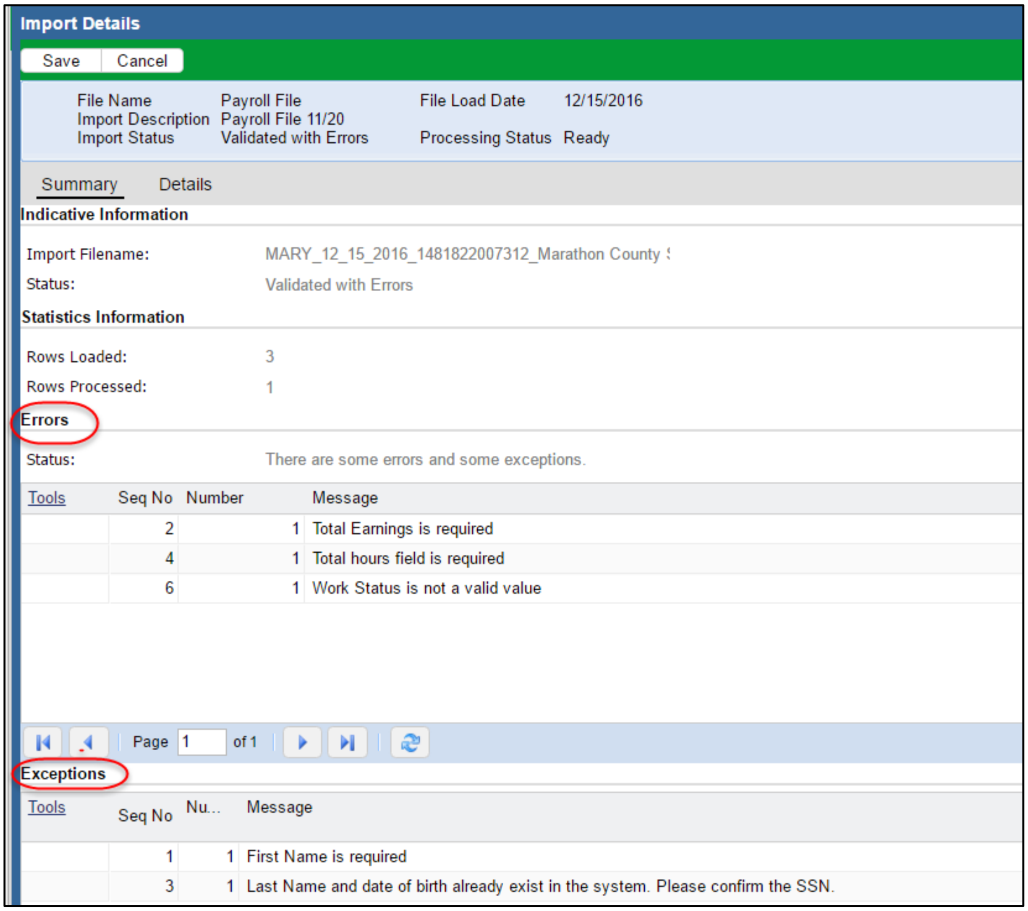
3) Click the **Actions** link next to a row and then select the **Show Errors** option to view *Import Errors and Exceptions* pop-up with the errors for that row.



Note The *Import Errors and Exceptions* pop-up can be resized and dragged to another part of your screen to see both the errors for the row and use the scroll bars or the View Row Tool to correct the errors.



4) Click the *Summary* tab to review the errors and exceptions for all rows in the file.



The **Seq No** indicates the row number that contains a problem.

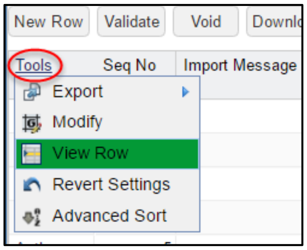
The **Number** column indicates how many problems are on the row.

5) Click the *Details* tab to correct the errors/exceptions.

Note You can filter the rows in the Details tab using the **Import Detail Status** drop-down list or the **Display Rows: From** and **To** fields.

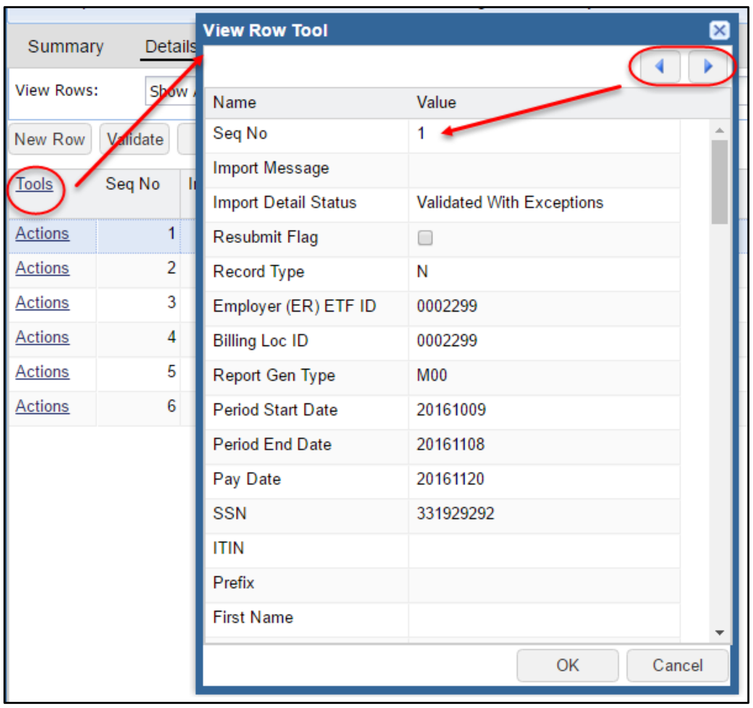
Note To use the **Display Rows: From** and **To** fields, enter the **Seq No** for the rows to review. For example, if there is an error to review on **Seq No** (row) 300, enter that number in both the **Display Rows: From** and **To** fields to have myETF display just that row in the grid.

6) Click the **Tools** link in the grid header.
7) Select **View Row** to see the records in a vertical format.



myETF opens the *View Row Tool* pop-up and displays the first record in the grid.

8) Use the **Arrow** buttons in the *View Row Tool* pop-up to move to Seq No for the record to correct.



9) Scroll down to the field that needs to be updated.
10) Type or select the correct value in the field.

Note	Alternatively, use the horizontal and vertical scroll bars to move to the correct record and type the correct value in the appropriate field.

myETF automatically marks the **Resubmit** checkbox after you make a change to the row.

11) Continue updating the records for the errors/exceptions shown on the *Summary* tab.

Note	All errors must be corrected before the file may be processed to create the work report.

12) Click **Save** after all updates are complete.

Payroll File Validations

Access the Payroll Resource File document to review the Payroll File validations.

Employment File Validations

Access the Employment Resource File document to review the Employment File validations.

Revalidating an Uploaded File

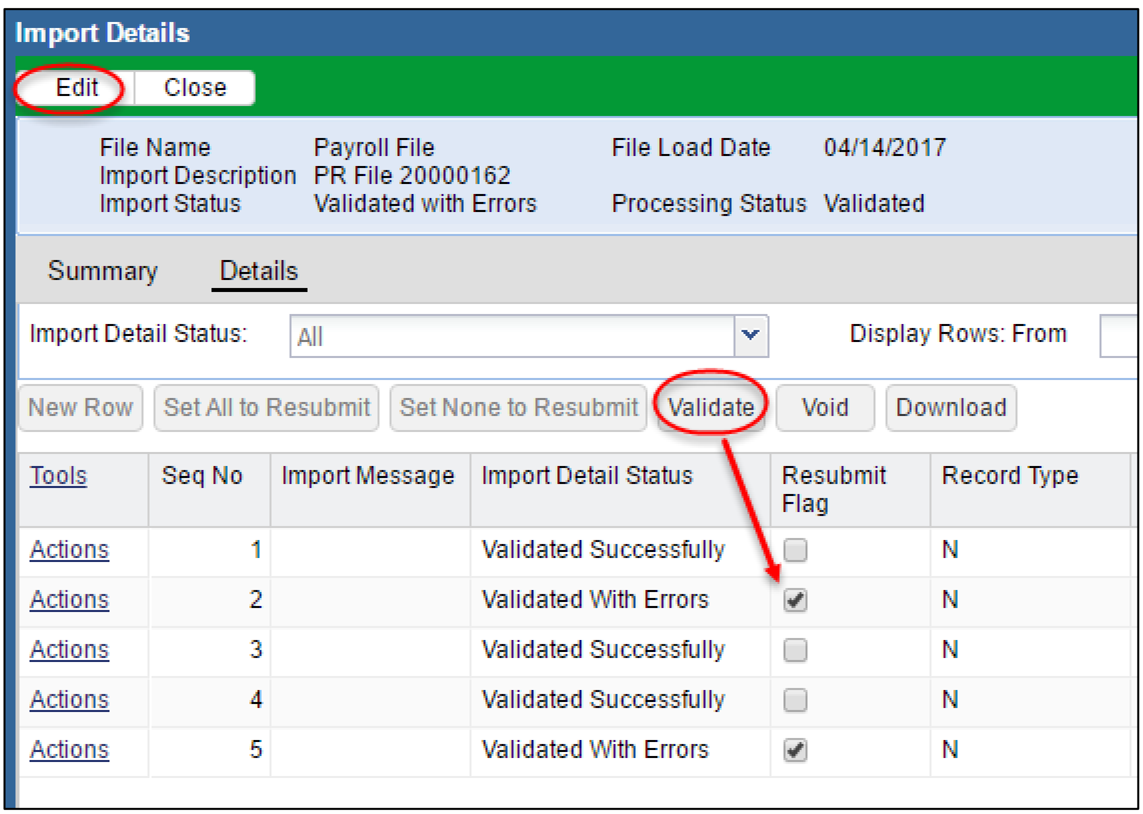
After correcting all errors (and exceptions as needed) in the uploaded file, you must revalidate the file to ensure the file no longer contains any errors.

From the *Import Details > Details* tab:

1) Ensure you are in edit mode by clicking the **Edit** button.

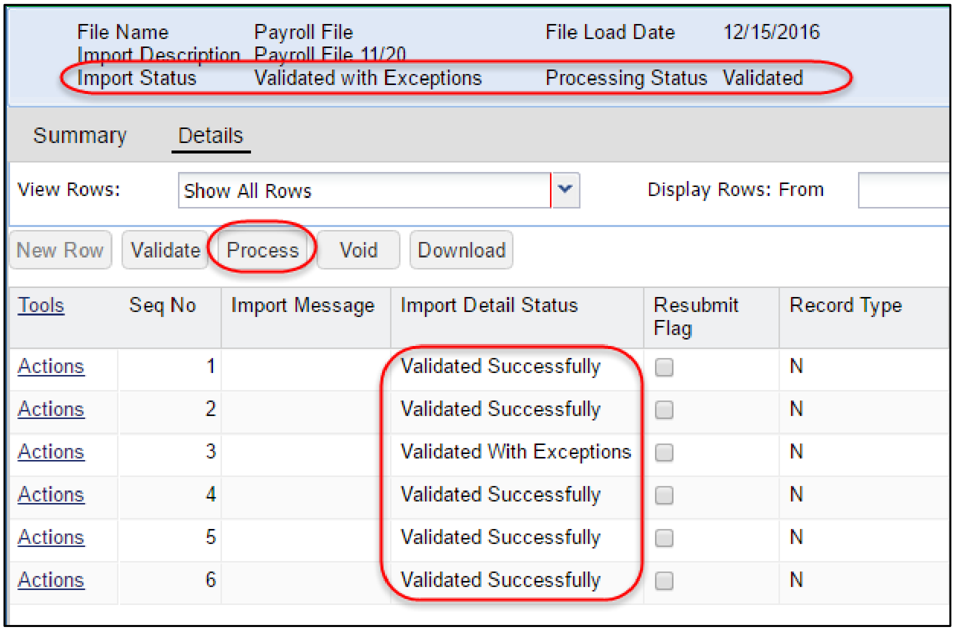
2) Click **Validate**.

   myETF revalidates the records where the **Resubmit Flag** is marked. myETF automatically marks these checkboxes after changes to the row are made.



myETF displays the updated **Import Status**, **Processing Status,** and enables the **Process** button when the file is ready to be processed. If necessary, correct any additional records that contain errors and repeat the process.

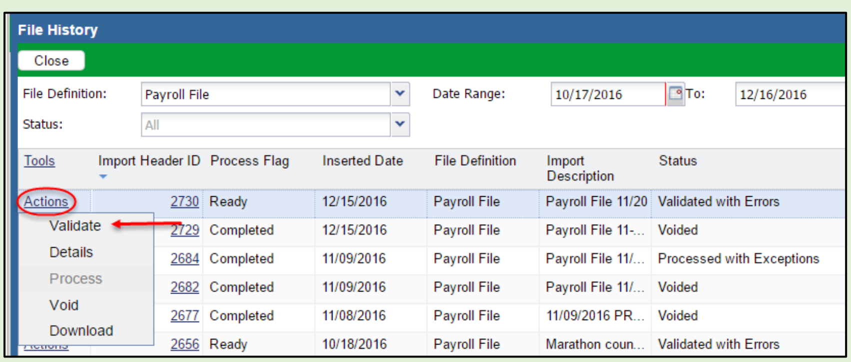
For descriptions of the statuses, see Uploaded File Status Definitions.



3) Click **Save** after all errors are corrected and the **Import Status** is Validated Successfully or Validated with Exceptions. The **Processing Status** is Validated.

You are ready to process the file. (See Processing an Uploaded File.)

Note You can validate the file from the *File History* window. Click the **Actions** link next to the file that needs validation. Select the **Validate** option.

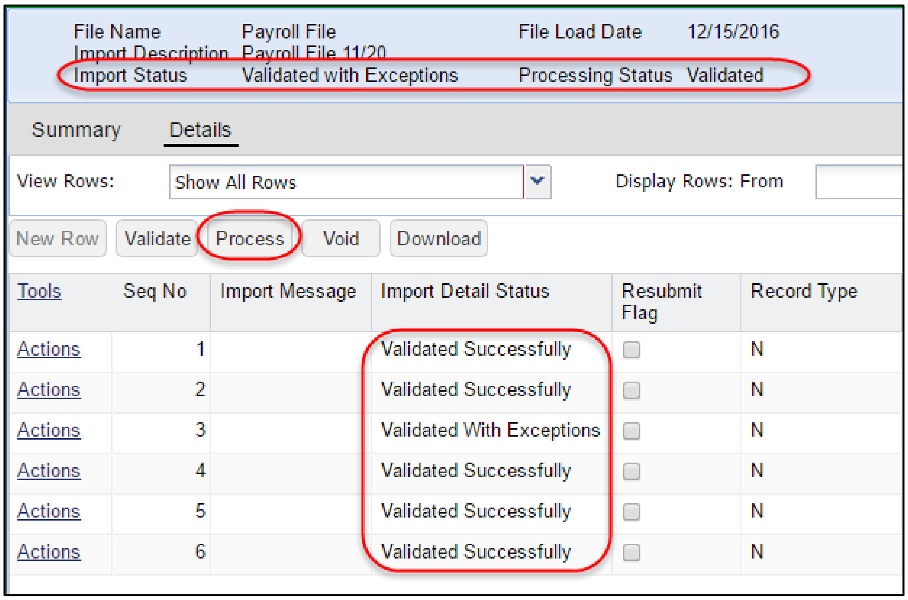


Processing an Uploaded File

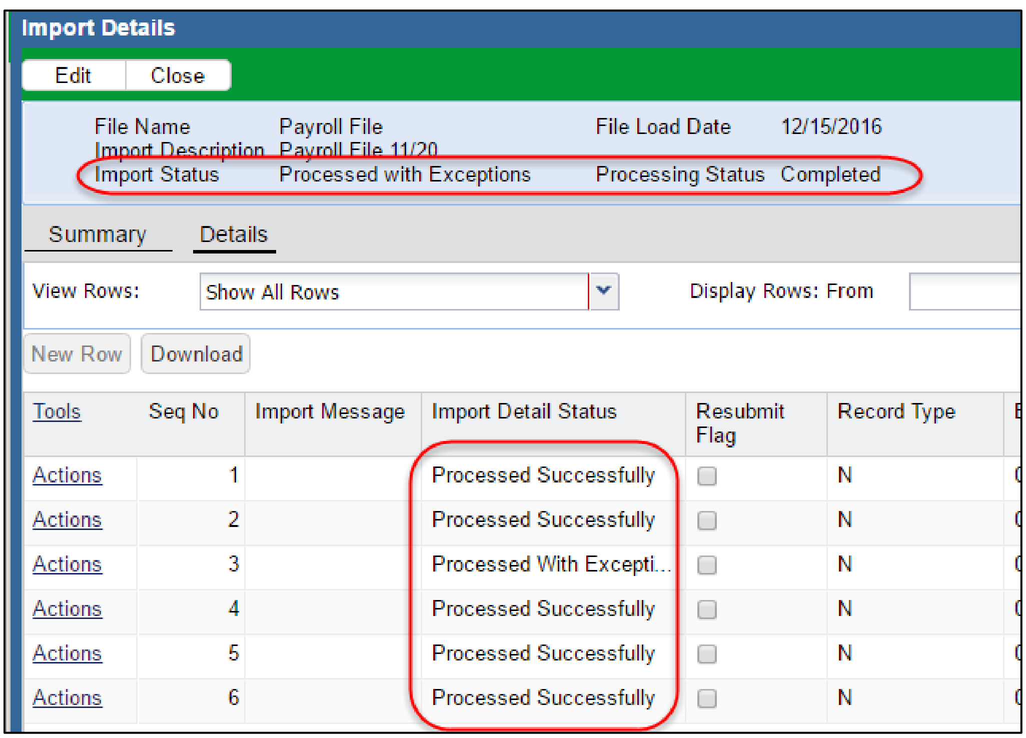
After the Processing Status of the uploaded file is validated, you must process the file to either create the work report (for Payroll Files) or send the information to ETF (for Employment and Insurance Files).

From the *Import Details > Details* tab:

1) Click the **Process** button located above the grid.



myETF processes the records in the file and generates the work report from the uploaded Payroll File or if it is an uploaded Employment File, sends the records directly to ETF.



2) Click **Close** to close the *Import Details* window.
3) Close the *File History* window (if open).

   myETF displays the *Accounts* tab. You are ready to review the work report that myETF created after processing the file.

Voiding an Uploaded File

When a file has numerous errors or numerous records containing errors, it may be more efficient to void the uploaded file, correct the errors in the file itself, and re-upload.

You can void a file that has not been "processed."

There are two places where an uploaded file may be voided:

- From the *Import Details* > *Details* tab:
- From the *File History* tab.

Note You cannot undo voiding a file. When a file is voided it is no longer available for use. Re-load the file again if you void a file in error. After a file is processed, it may no longer be voided.

Voiding a File from the File History Tab

1) Log in to myETF Employer Online Services as shown in Logging In.
2) Locate the file as shown in Locating an Uploaded File.
3) Click the **Actions** link next to appropriate file.
4) Select the **Void** option.

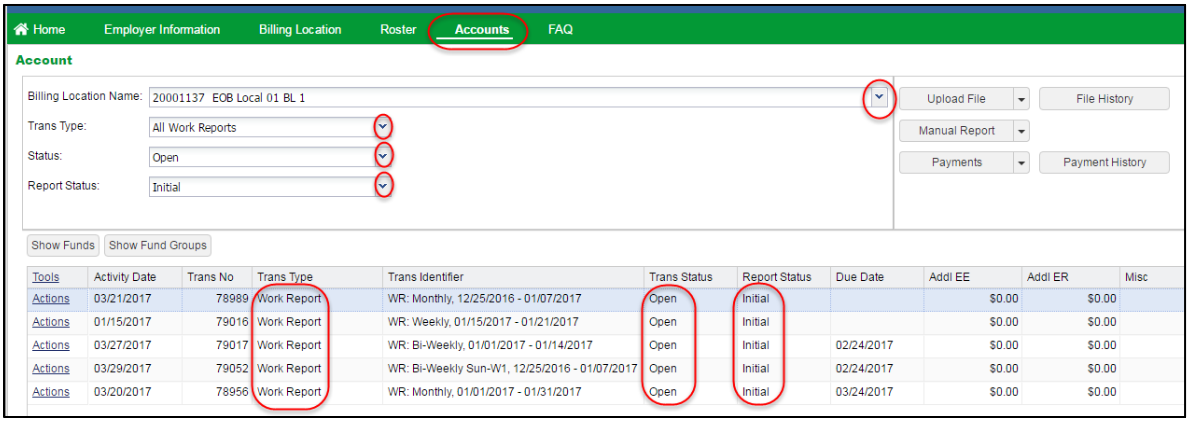
   A confirmation message displays.
5) Confirm the message.

   The file Status updates to Voided.

Reviewing and Correcting a Work Report

After you create a work report manually or from uploading a Payroll File, it should be reviewed for errors and exceptions. All errors in the work report must be corrected before the file may be "submitted" to ETF.

1) Navigate to the *Accounts* tab for the employer.
2) Complete the following fields in the filter section:
   - → **Billing Location:** Select the appropriate option from the drop-down list if needed.
   - → **Trans Type**: Select **All Work Reports**
   - → **Status**: Select **Open**
   - → **Report Status**: Select **Initial**

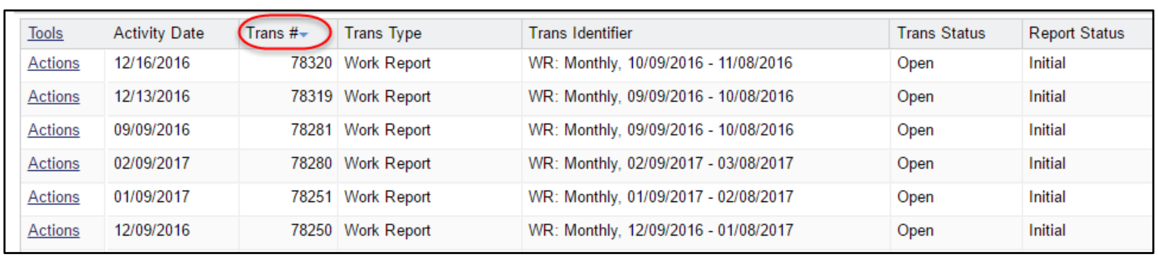


Tools	Activity Date	Trans No	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Addl EE	Addl ER	Misc
Actions	03/21/2017	78989	Work Report	WR: Monthly, 12/25/2016 - 01/07/2017	Open	Initial		$0.00	$0.00	
Actions	01/15/2017	79016	Work Report	WR: Weekly, 01/15/2017 - 01/21/2017	Open	Initial		$0.00	$0.00	
Actions	03/27/2017	79017	Work Report	WR: Bi-Weekly, 01/01/2017 - 01/14/2017	Open	Initial	02/24/2017	$0.00	$0.00	
Actions	03/29/2017	79052	Work Report	WR: Bi-Weekly Sun-W1, 12/25/2016 - 01/07/2017	Open	Initial	02/24/2017	$0.00	$0.00	
Actions	03/20/2017	78956	Work Report	WR: Monthly, 01/01/2017 - 01/31/2017	Open	Initial	03/24/2017	$0.00	$0.00	

myETF automatically updates the records in the grid to match the selections in the filter.

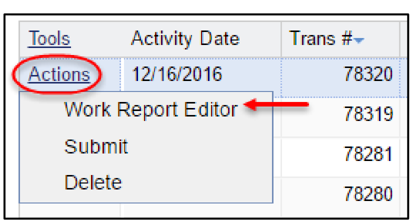
3) Click the **Trans #** column header twice to sort the records in descending order.

   The most recent transaction has the highest **Trans #**. An inverted triangle icon indicates the sort order is descending.



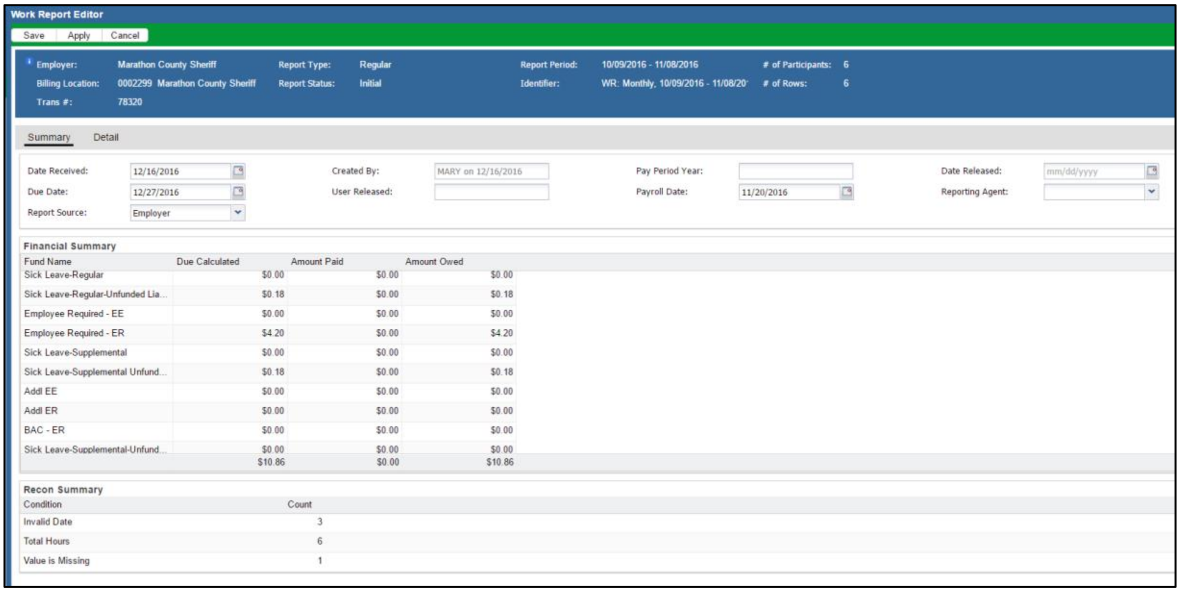
Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status
Actions	12/16/2016	78320	Work Report	WR: Monthly, 10/09/2016 - 11/08/2016	Open	Initial
Actions	12/13/2016	78319	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial
Actions	09/09/2016	78281	Work Report	WR: Monthly, 09/09/2016 - 10/08/2016	Open	Initial
Actions	02/09/2017	78280	Work Report	WR: Monthly, 02/09/2017 - 03/08/2017	Open	Initial
Actions	01/09/2017	78251	Work Report	WR: Monthly, 01/09/2017 - 02/08/2017	Open	Initial
Actions	12/09/2016	78250	Work Report	WR: Monthly, 12/09/2016 - 01/08/2017	Open	Initial

4) Click the **Actions** link next to the work report.
5) Select the **Work Report Editor** option to review.



myETF opens the *Work Report Editor > Summary* tab. This window displays summary information about the Work Report, including sections for:

- → High-level information
- → **Financial Summary:** shows amounts by fund
- → **Recon Summary:** shows general cause(s) of any existing issues

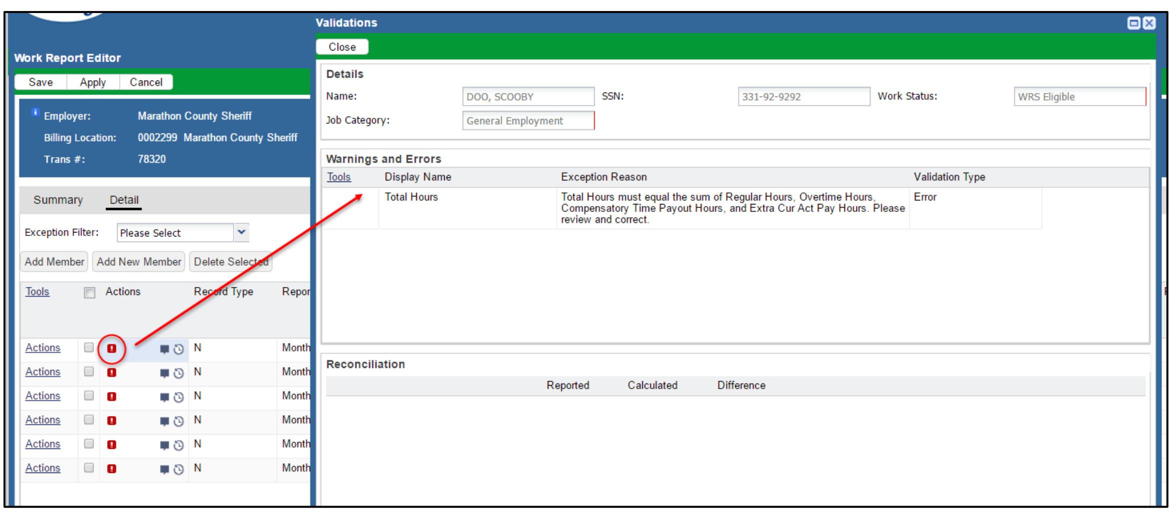


6) Click the *Detail* tab to review the records on the work report.

7) Click the *Exception Filter* drop-down list to filter the records shown in the grid.

   The **Actions** column in the grid displays a red exclamation point when an error is on the record or a yellow triangle when there is only an exception.

8) Click the icon in the **Actions** column for the record to see a message describing the problem in the *Validations* pop-up.

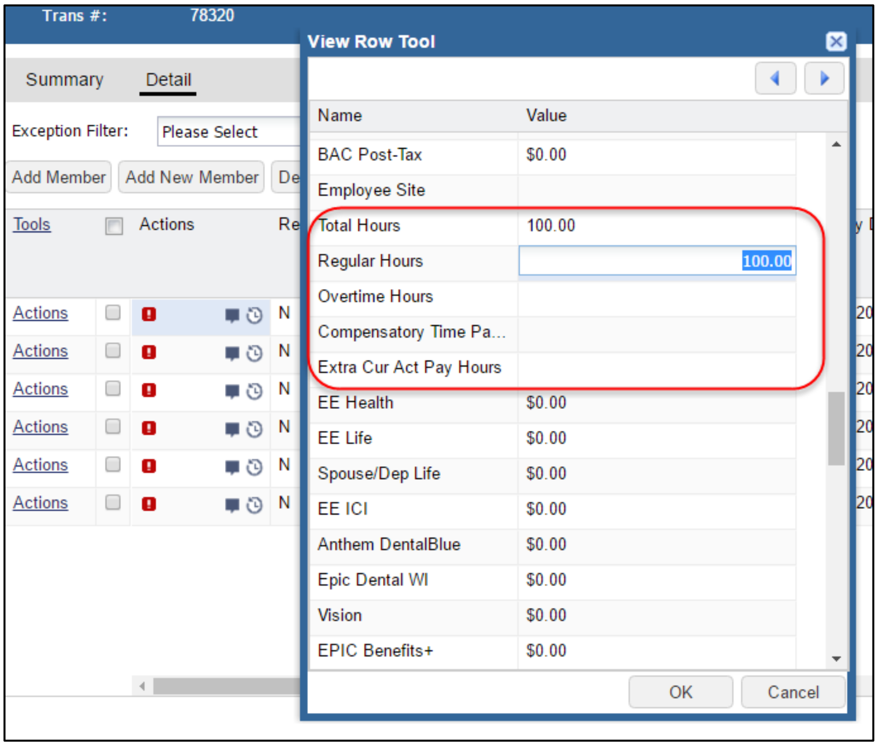


9) Click **Close** in the *Validations* pop-up to close the message.

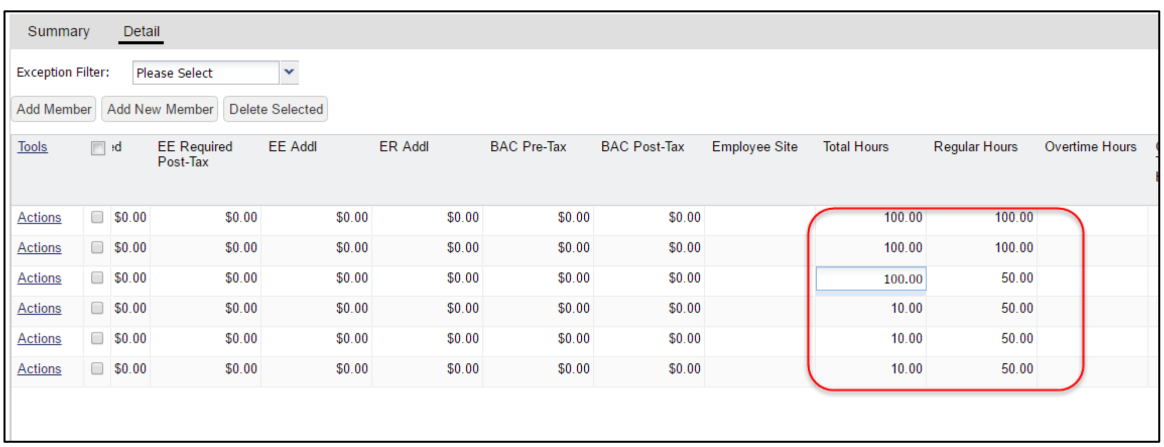
10) Make the corrections directly in the appropriate field on the record by either:

- → Using the *Tools* > *View Row* option to view the records in a vertical format
- → Scrolling to the field using the horizontal and vertical scroll bars.

The example shown in the screenshot below uses the *Tools* > *View Row* option to correct the record. Click **OK** after making corrections to all the records to close the *View Row Tool* pop-up.



The example shown in the screenshot below shows correcting errors on the work report using the horizontal and vertical scroll bars.



11) Add a record for an existing member (on your Roster) as needed by clicking the **Add Member** button and completing the information for the record. (See Adding Employees to a Work Report.)

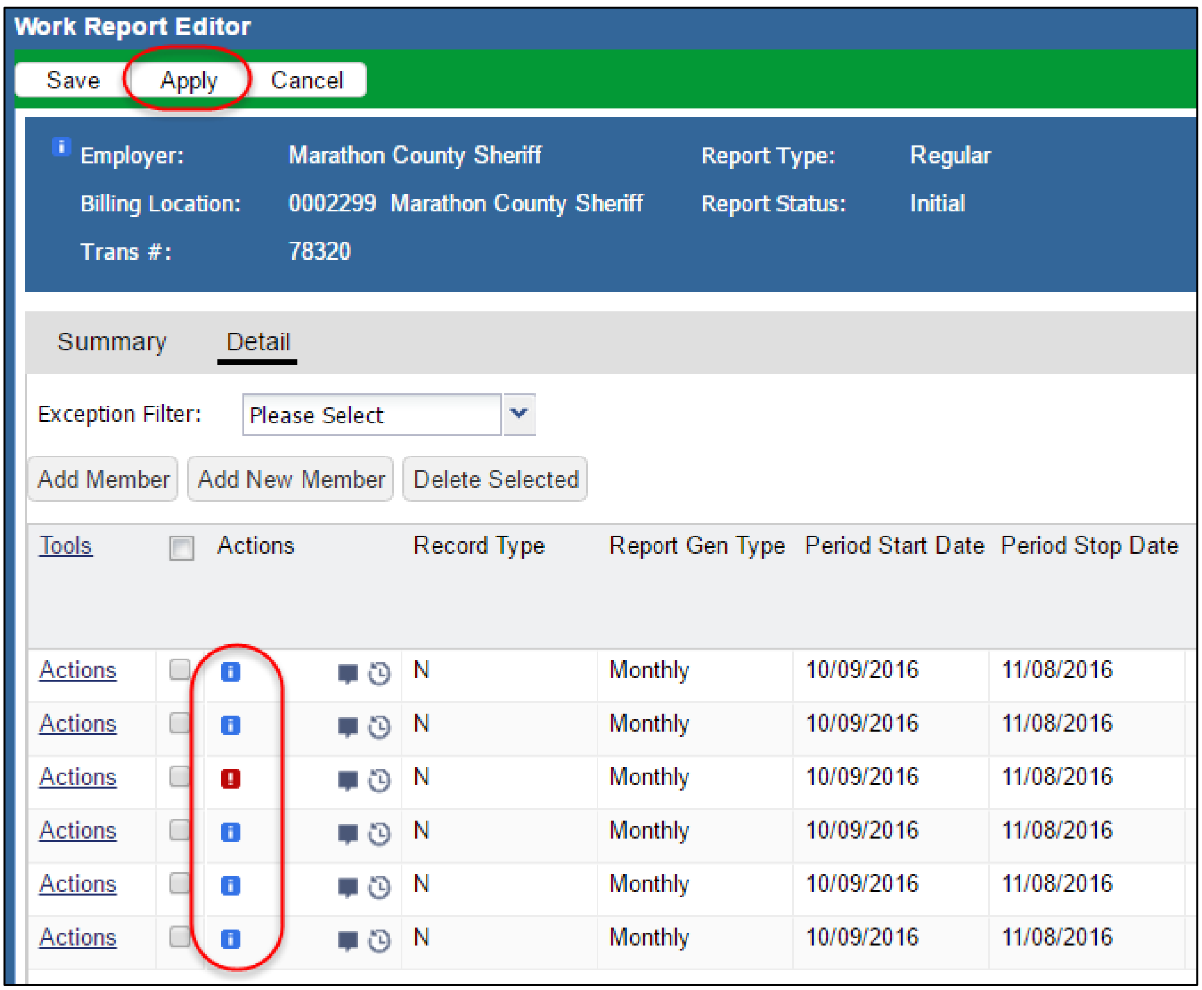
    This option may be needed if an employee paid during the payroll period is inadvertently left off the work report or when manually creating a work report and the employee is not listed.

12) Add a record for a new member as needed by clicking the **Add New Member** button and completing the information for the record. (See Adding Employees to a Work Report.)

13) Delete records from the work report by click the checkbox next to the **Actions** link for the record, then click the **Delete Selected** button. Multiple records can be deleted at one time.

14) Click **Apply** in the upper-left corner to save the report after making changes. (Clicking **Apply** saves the changes, but keeps the *Work Report Editor* open and in edit mode.)

    myETF updates the report to clear any errors/exceptions corrected.



15) Correct any further errors on the report.

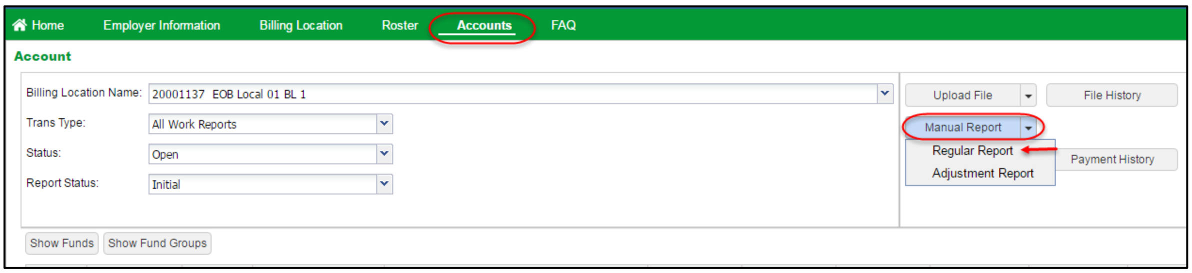
16) Click **Save** after correcting all errors and the *Work Report Editor* window closes.

    myETF updates the report to clear any errors/exceptions corrected. When the work report no longer contains errors, it may be submitted to ETF. (See Submitting a Completed Work Report to ETF.)

Creating a Regular Work Report Manually

Work reports may be created manually by an employer using the **Manual Report** button on the *Accounts* tab.

1) Navigate to the *Accounts* tab for the employer
2) Change the **Billing Location Name** using the drop-down list as needed.
3) Click **Manual Report**
4) Select **Regular** from the options list.



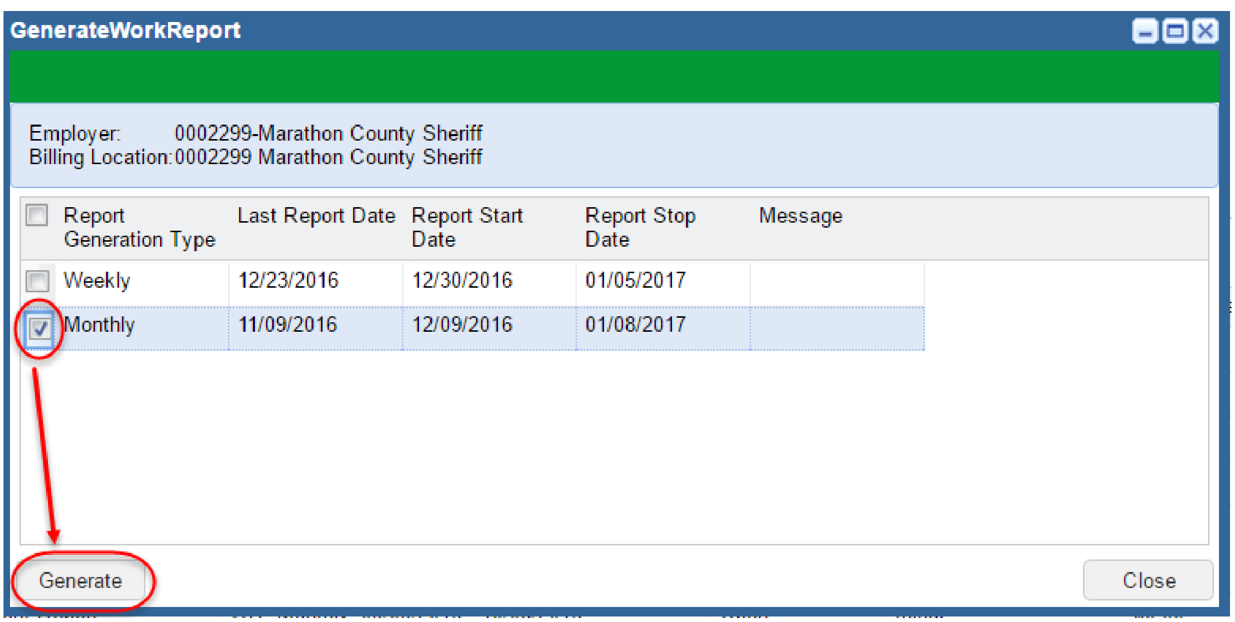
myETF displays the *Generate Work Report* pop-up.

5) Select the checkbox next to the appropriate **Report Generation Type** to generate the next payroll report for the dates shown on the record.

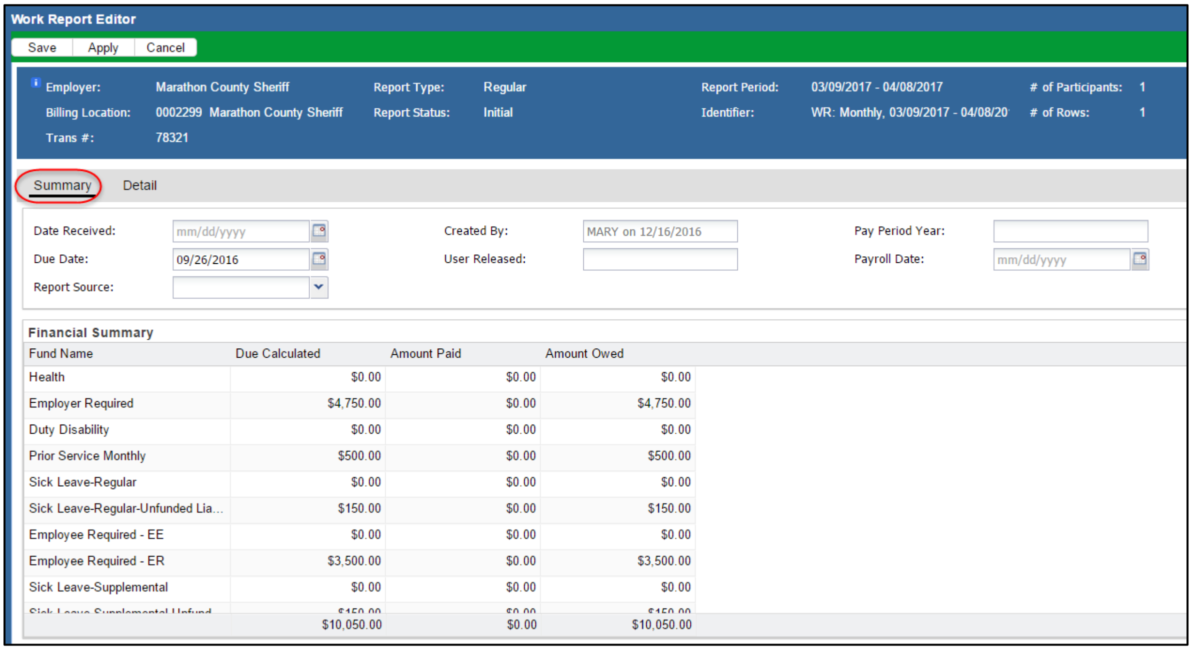
Note No checkboxes appear when there is only one reporting cycle for the billing location.

Note If not creating the work report through the file upload process, you must manually create separate work reports for each payroll cycle shown in the *GenerateWorkReport* pop-up.

6) Click **Generate**.



myETF generates the work report for the period and displays the *Work Report Editor > Summary* tab. Preliminary information displays for the work report based on the any prior work report submitted and roster information.



7) Select **Employer** from the **Report Source** drop-down list.

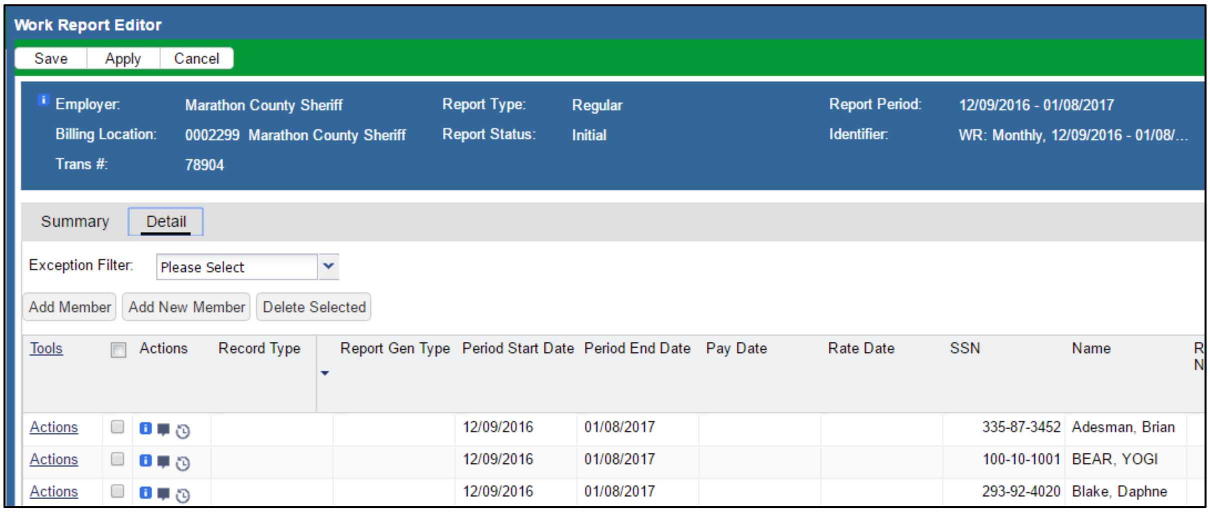
Note Do not select Conversion from the drop-down list.

8) Click **Apply** to save the information for the report and remain in edit mode.
9) Click the *Detail* tab.

Note Use the Payroll File Resource Document to complete the fields on the generated work report.

Note The manual payroll report populates (by default) based on the members shown in your Roster for the reporting cycle. When no members display on the generated work report, you need to add the members using the information shown Adding Employees to a Work Report.

10) The *Detail* tab displays the active employees for the billing location and reporting cycle.



11) Update the records for the payroll period for each employee listed on the report using the information provided in the myETF Payroll File Resource Document.

12) Add existing employees to the work report using the **Add Member** button. (See Adding Employees to a Work Report.)

13) Add any new employees to the work report using the **Add New Member** button. (See Adding Employees to a Work Report.)

14) Terminate any employee that was terminated during the payroll period. (See Terminating Employees on a Work Report.)

15) Click **Apply** to see the validations needed for the work report.

16) Review and correct the report for errors or exceptions as indicated by the red icon in the Actions column.

17) Click **Save** when all is complete and to close the Work Report Editor page.

Adding Employees to a Work Report

New and existing employees that do not appear on the work report may be added using the Add Member and Add New Member buttons located on the *Work Report Editor > Details* tab.

See the following sections for instructions:

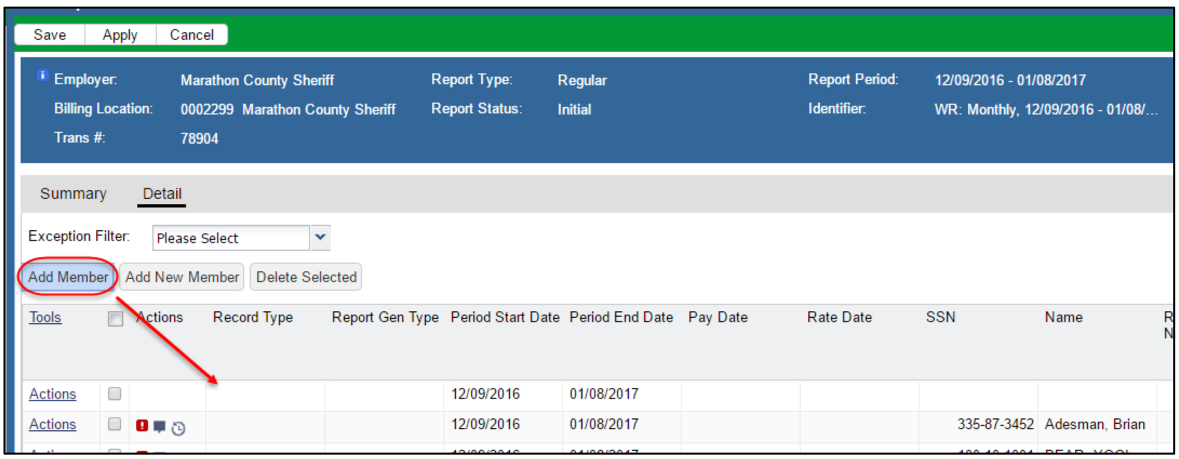
- Adding Existing Employees
- Adding New Employees

Adding Existing Employees

At times, you may need to add an existing active employee from your billing location's roster (see Using the Roster Tab) to a work report. This may happen when an employee is only paid occasionally, such as a director or temporary/seasonal employee. (See bullets under step 10 in Creating a Regular Work Report Manually for additional information.)

From the *Work Report Editor > Details* tab (see Searching for Account Transactions).

1) Click the **Add Member** button to add a new row to the work report.



2) Tab to the **Name** field and enter the member's last name, first name.

   myETF populates the **SSN** field based on the information in the employer roster.

3) Complete the information for the employee for the payroll period as required in the Payroll File Resource Document.

4) Click **Apply** to save the record and continue updating the work report.

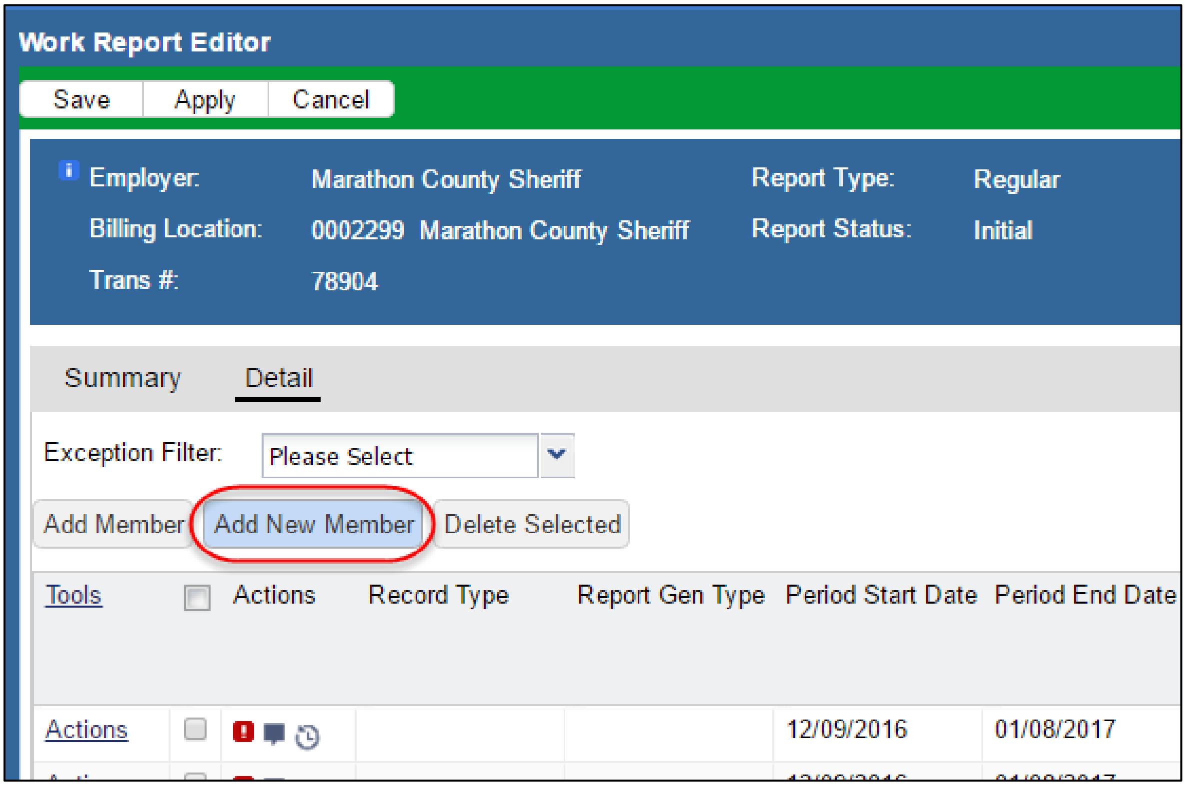
5) Click **Save** after the work report is complete.

Adding New Employees

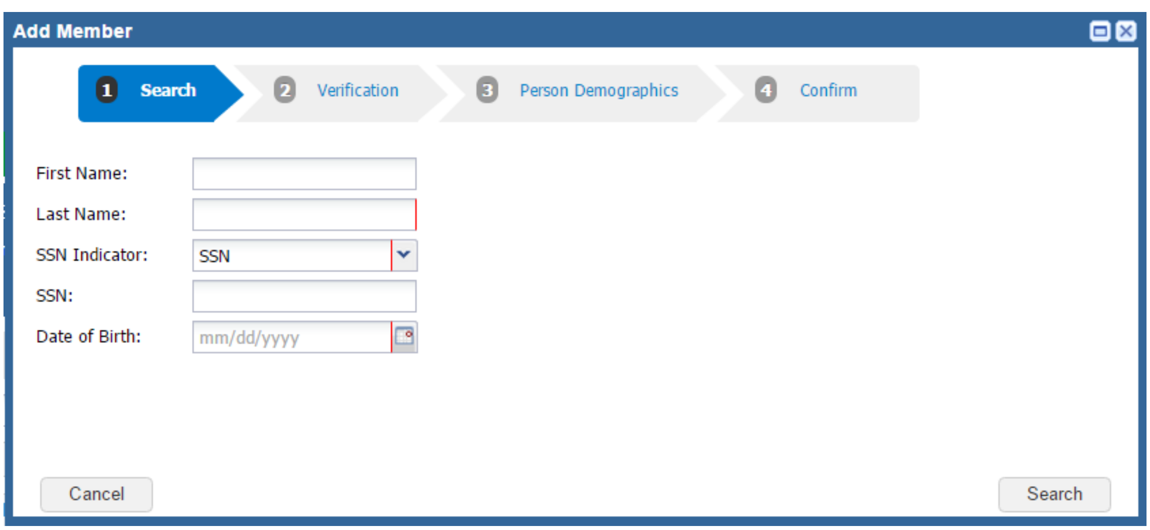
When a new employee is hired and paid during the payroll period and does not appear on the work report for that period, the record for their employment may be added manually to the work report. This creates a new employee record in myETF and adds the member to the Billing Location Roster.

From the *Work Report Editor* > *Detail* tab (see Searching for Account Transactions).

1) Click the **Add New Member** button.



2) The *Add Member* wizard opens.



3) Complete the *Add Member* wizard as described in Adding a New Hire.

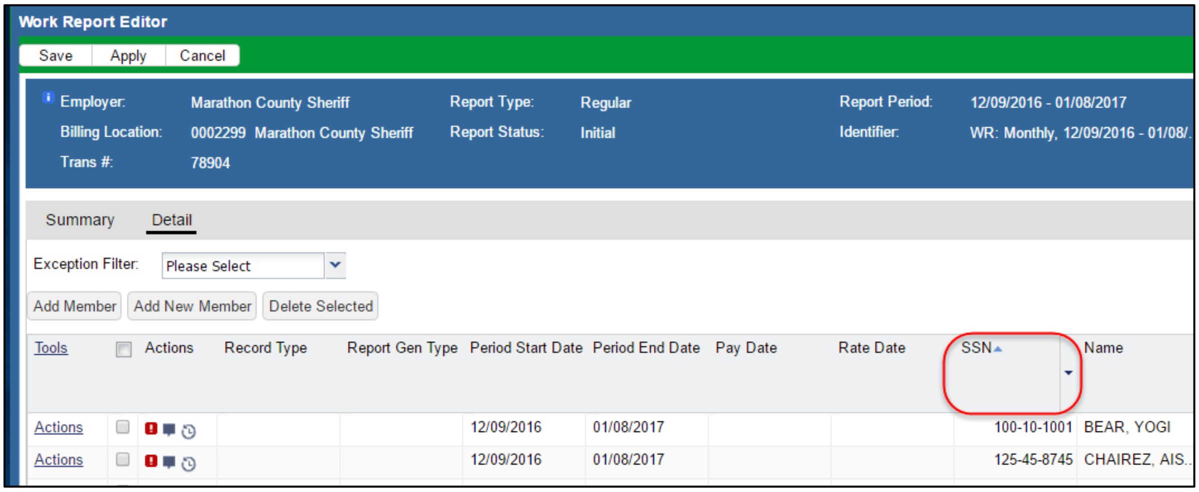
4) Complete the payroll information on the new row created on the work report by the *Add Member* wizard for the payroll period as required.
5) Click **Apply** to save the record and continue updating the work report.
6) Click **Save** after the work report is complete.

Terminating Employees on a Work Report

You can terminate an employee directly on the work report for the period.

From the *Work Report Editor* > *Detail* tab (see Searching for Account Transactions).

1) Locate the payroll record for the terminated employee in the work report by sorting on the SSN (ascending or descending as needed).



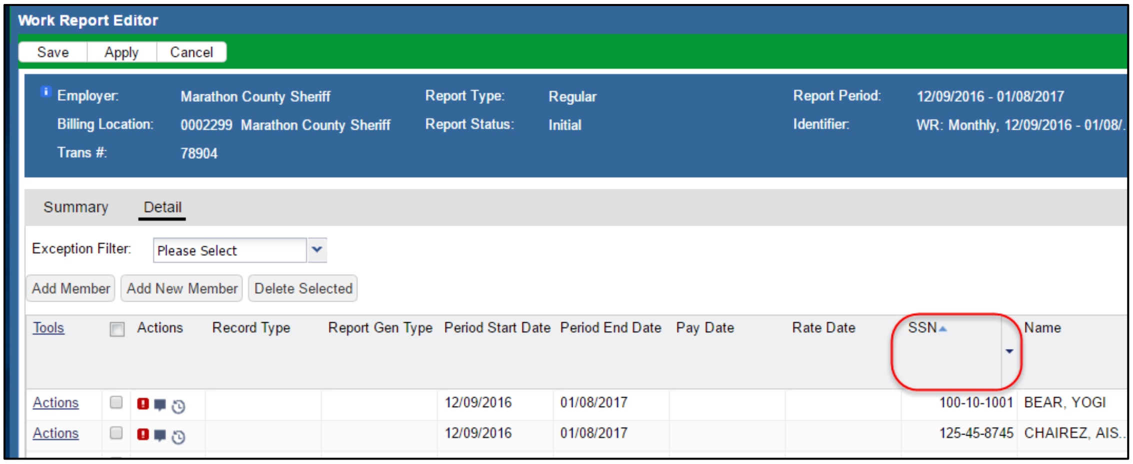
To sort, click the **SSN** header or the drop-down link next to the header to select ascending or descending.

2) Enter the termination information for the employee:
   - **Empl Status Change**: Select the reason for the termination from the drop-down list.
   - **Empl Status Change Start Date**: Enter the date following the last date of employment.
   - **Prev Empl Status Stop Date**: Enter the last date of employment.
   - **Empl Status Change Last Pay Date**: Enter the last date for which the employee is entitled to receive pay (not the last pay check date).
3) Update the remaining fields for the record as needed for the last payroll.
4) Click **Apply** to save the change to the work report.
5) Click **Save** after all work report changes are complete.

Deleting an Employee from a Work Report

From the *Work Report Editor > Detail* tab (see Searching for Account Transactions).

1) Locate the payroll record for the employee to remove from the work report by sorting on the SSN (see Terminating Employees on a Work Report).



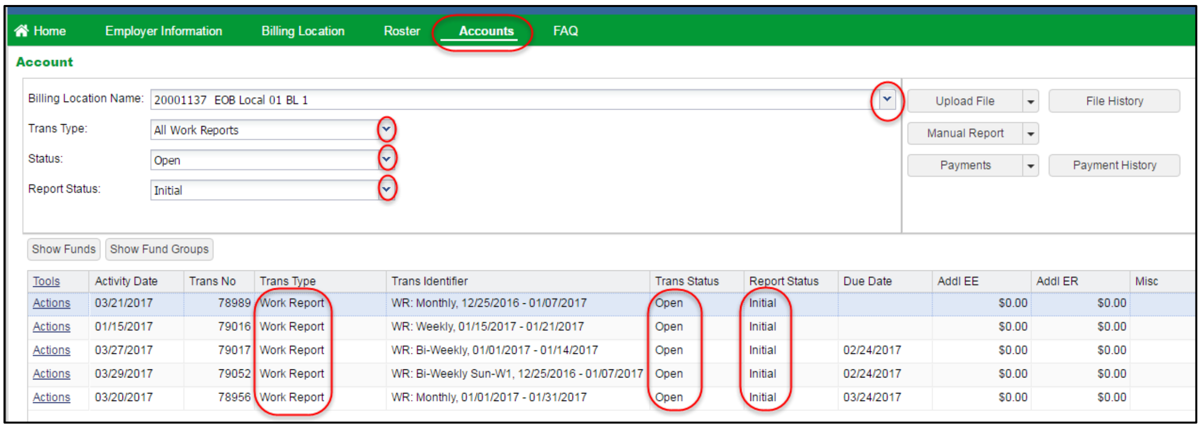
2) Click the checkbox next to the **Actions** link for the employee.
3) Click **Delete Selected**.
4) Click **Yes** in the confirmation message.

   myETF removes the row from the work report.
5) Click **Apply** to save your changes.
6) Click **Save** after all work report changes are complete.

Submitting a Completed Work Report to ETF

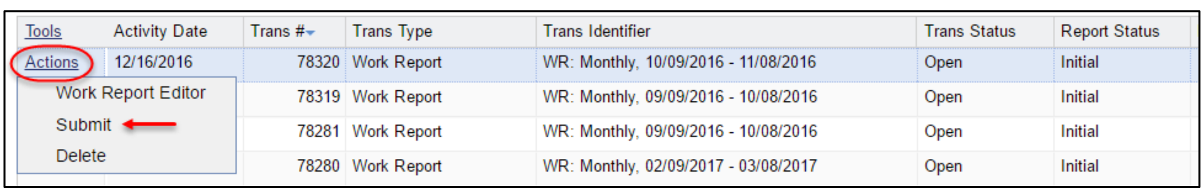
After a work report is updated to correct all errors (and exceptions as needed), it is ready to submit the report to ETF. Submitting a work report is your acknowledgement that the work report is complete and correct to the best of your knowledge and the amount due is payable to ETF.

1) Navigate to the *Accounts* tab for the employer.
2) Complete the following fields in the filter section:
   - → **Billing Location Name** select the appropriate option from the drop-down list if needed.
   - → **Trans Type**: Select **All Work Reports**
   - → **Status**: Select **Open**
   - → **Report Status**: Select **Initial**



   myETF automatically updates the records in the grid to match the selections in the filter.

3) Click the **Actions** link next to the appropriate work report.
4) Select **Submit**.



myETF sends the report to ETF. The **Status** of the work reports changes to **Pending** while it is being submitted. The **Status** of the work report changes to **Posted** when it is received at ETF.

Note After the report is submitted to ETF, it may no longer be edited. You may review the information on the report, but no changes can be made.

Note Only work reports that have a **Status** of **Initial** may be updated.

Using the FAQ Tab

Use the *FAQ* tab to review the answers to frequently asked questions. For myETF Employer Reporting Confirmation, the FAQ tab will list general information about the WRS. Please see the myETF Employer Web Pages for important Frequently Asked Questions about Confirmation.

Glossary of Terms

The following table describes terminology used in myETF for employers.

Term	Definition
■ Billing Location	A location for which payroll is processed for a group of employees at an employer. Most employers have a single billing location.
■ Employer	An agency or department for the state of Wisconsin whose employees are members of the Employee Trust Funds
■ File Import Process	The process of taking a CSV or XML file containing payroll or employment data and inserting it into myETF. The File Import Process consists of multiple steps: ▪ Upload ▪ Validate ▪ Review exceptions and correct errors found during validation. ▪ Revalidate (if applicable) ▪ Process After processing the file, records in the file either create a work report (Payroll File) or update the roster (Employment File).
■ Member Contract	A record for the employment information about the employee's employment at your billing location. Employees may have multiple member contracts at your billing location if they are hired to work in multiple job categories simultaneously.
■ Process	System evaluation (validation) and push of data to create a work report (from a Payroll File) or populate the roster (from an Employment File). Only rows that process without errors are pushed to the work report or roster. This is the third step of the file import process
■ Report Source	The source from which information is added to the system (e.g., employer, member, etc.)
■ Reporting Cycle	A set pay cycle in which an employer pays employees (e.g., monthly, bi-weekly, weekly, etc.). Employers may have multiple reporting cycles. This is referred to as the Report Generation Type in the Payroll File Resource document.

Term	Definition
■ Roster	A list of employees at an employer billing location. By default this list displays only the “active” employees. You can see all employers by deselecting the Show Active Only checkbox on the *Roster* tab.
■ Submit	The action of confirming that updates to the work report are complete and no farther action on the part of the employer will occur on this work report. Submission also indicates that the employer agrees with the amount due on the work report.
■ Transactions	An activity that creates a debit and/or credit accounting transaction (e.g., work report, payment, adjustment, interest, etc.). Transactions are listed for an employer by billing location on the *Accounts* tab.
■ Upload	First step of the file import process; is the act of providing the CSV or XML file with the raw Payroll File data or Employment File data.
■ Validate	System evaluation of each row on the Payroll File or Employment File import to confirm it meets the criteria of the validations without errors or exceptions. For a Payroll File, the validations are for data requirements only. For an Employment File the validations include both data and business rules.
■ Wizard	A group of screens that walk through a process in a page by page format in myETF (e.g., Add Member wizard, Upload File wizard, Enrollment wizard, etc.)
■ Work Report	A report created through the import of a Payroll File or through a manual process that includes the set of data containing wages, contributions, hours, balances due, and other member data reported by an employer to ETF. This includes all active employees paid during the report cycle defined for the work report. There are two types of work reports: Normal and Adjustment.

Uploading a File Through the SFTP Site

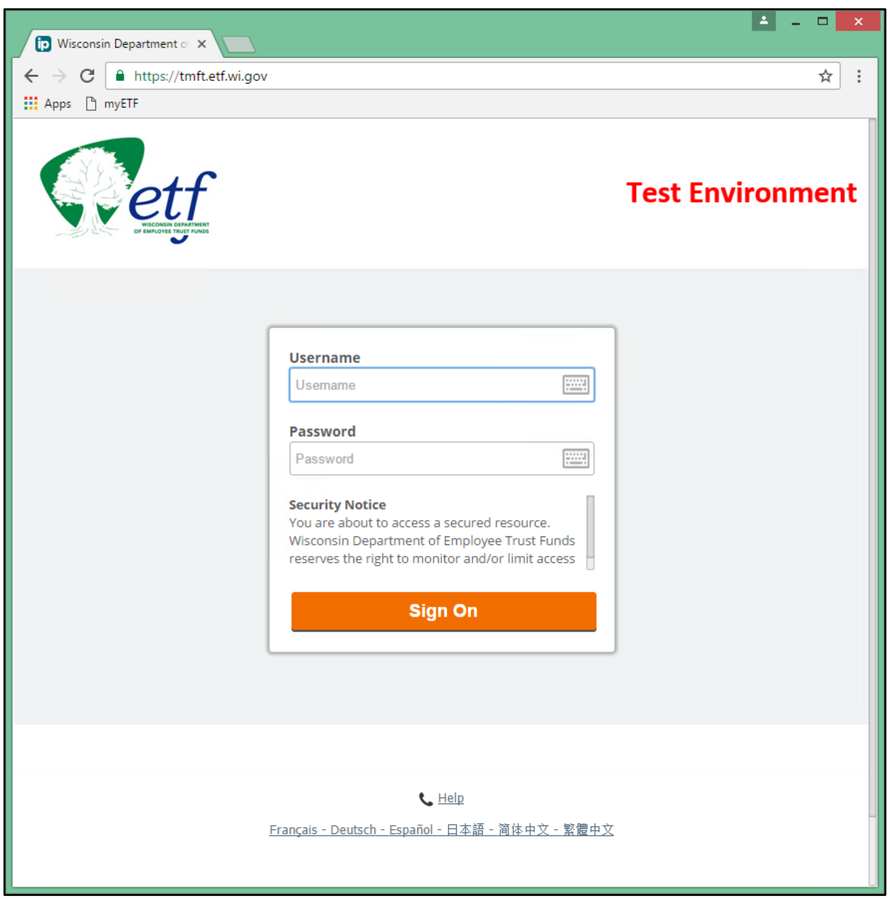
Summary

ETF provides a secure, simple to use Managed File Transfer (MFT) solution for exchanging files. This service can be used for both sending files to and receiving files from ETF. The following demonstrates how to send data to ETF for myETF Employer Reporting Confirmation using the Test MFT environment. Files can be submitted by using either a web browser or an SFTP client.

Accessing the SFTP Site Using Your Web Browser

1) Open your web browser and navigate to https://tmft.etf.wi.gov.
2) Log on using your IAM username and password.

Note Note the red banner indicating that this is the Test Environment. A separate URL will be provided for the production environment when available.



After logging in, you see your *Home* folder. Your *Home* folder is not shared and is only accessible by you. Please note that you will **not** use this folder to send or receive myETF related files. Instead, you will upload your files to the **Home/Employers/Upload** folder.

Note The Upload folder has a strict filename policy and will not allow you to upload any files that do not match the requirement shown below. Only files named according to the ETF file upload naming conventions are accepted through the SFTP site or can be uploaded to the folder:

SFTP Payroll and Employment Upload Folder File Naming Conventions:
Payroll File Naming Convention:

ETF_Payroll_[EmpETF_ID].csv
ETF_Payroll_[EmpETF_ID].xml

Employment File Naming Convention:

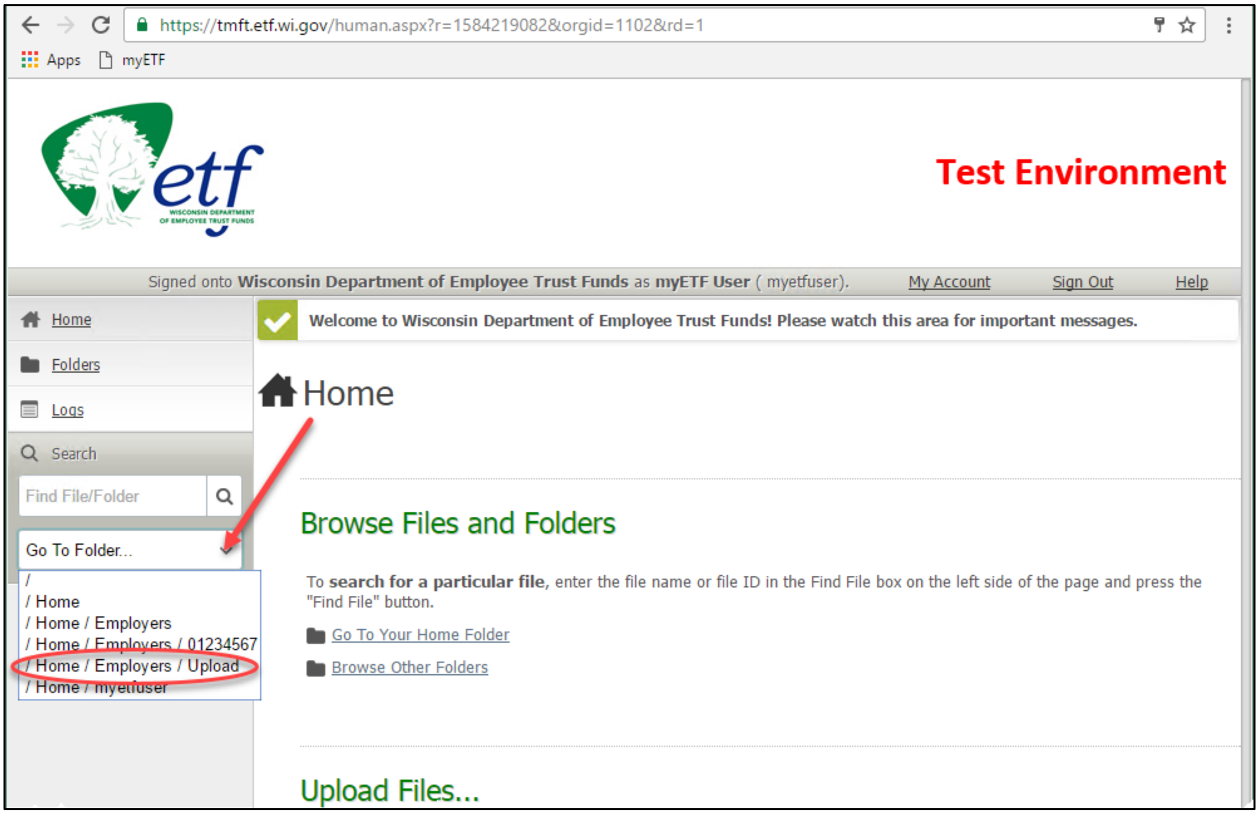
ETF_Employment_[EmpETF_ID].csv
ETF_Employment_[EmpETF_ID].xml

The filenames are not case sensitive. Substitute your employer ETF ID for [EmpETF_ID]. In most cases, this is the seven-digit Employer Identification Number (EIN) that you currently use. If you do not know your employer ETF ID, please contact ETF's Employer Communication Center at 1-877-533-5020.

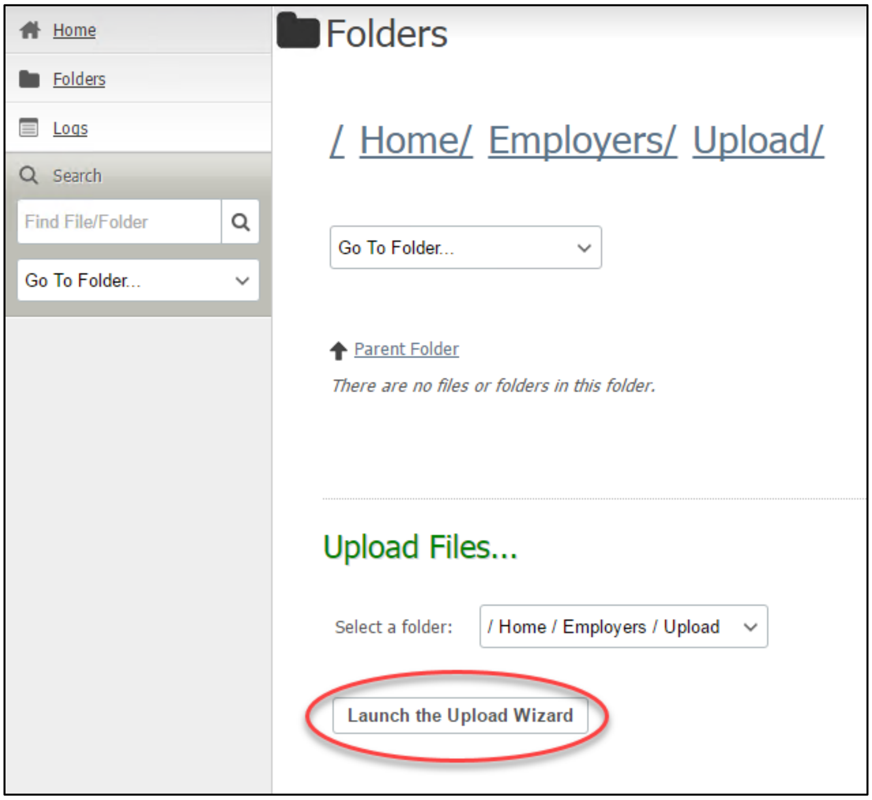
Although the Upload folder is a shared folder, you will not have access to other employers' files. ETF will monitor the folder and collect your files on a regular basis.

Uploading a File Using the SFTP Site

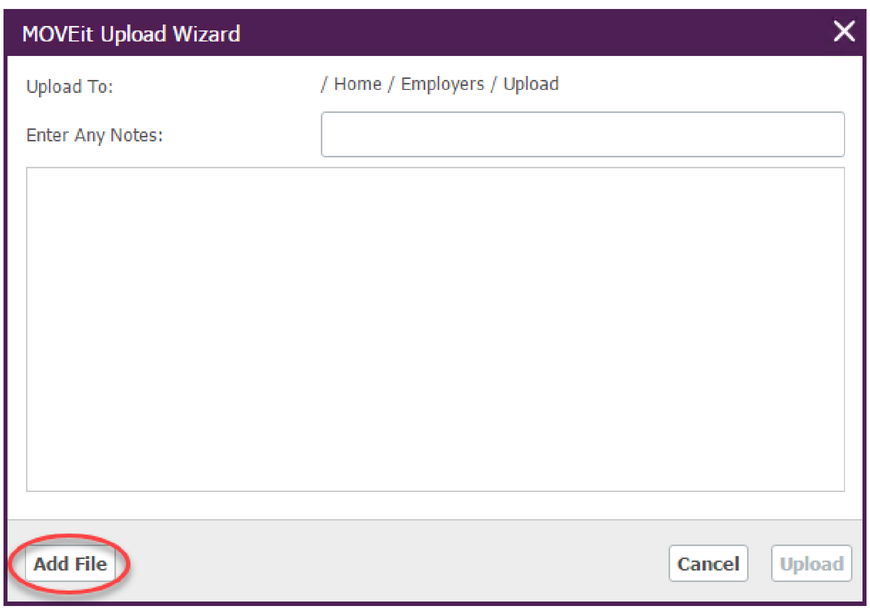
1) Log into the SFTP site as shown in Accessing the SFTP Site Using Your Web Browser.
2) Click the **Go To Folder…** drop down list.
3) Select the **Home/Employers/Upload** folder.



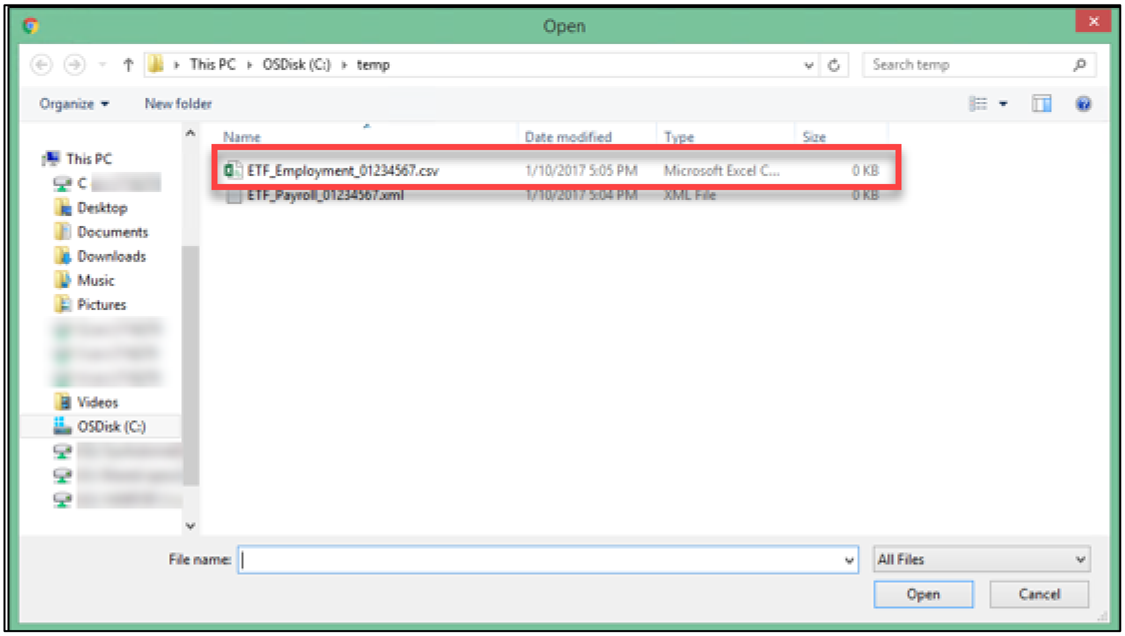
4) Click the **Launch the Upload Wizard** button.



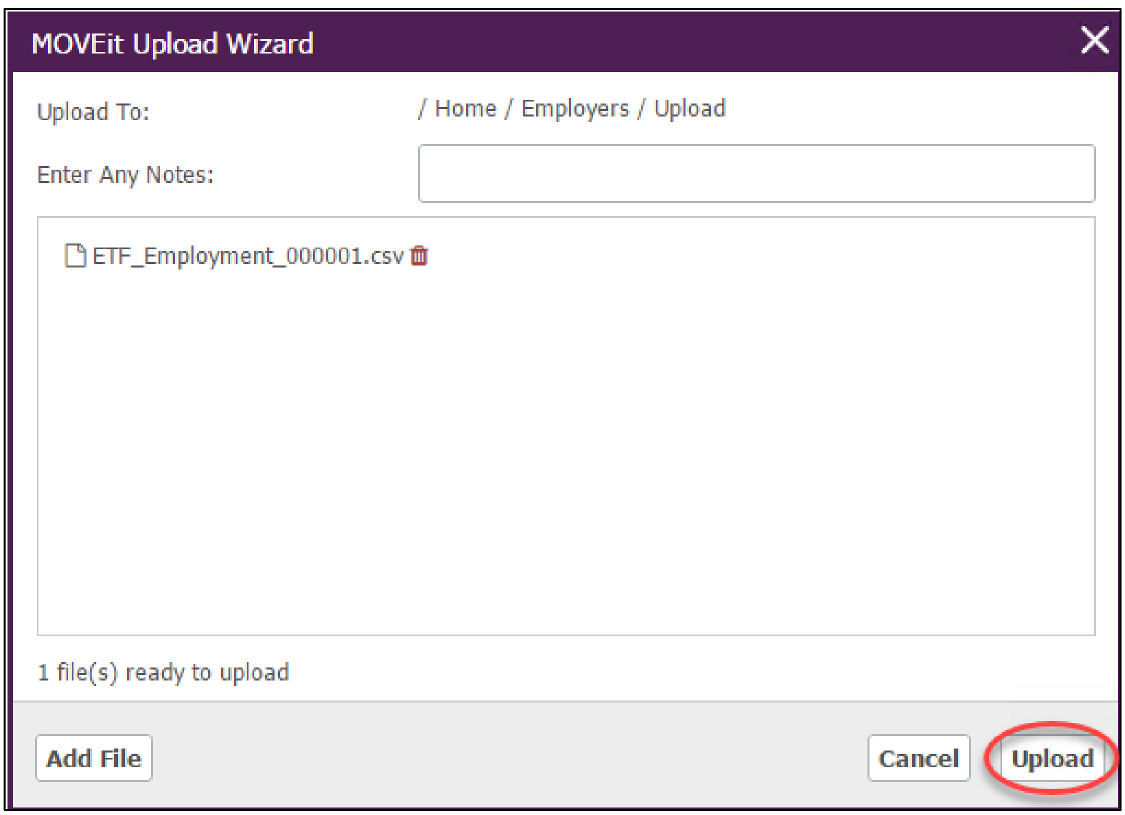
5) Click the **Add File** button to browse for the file to be uploaded.



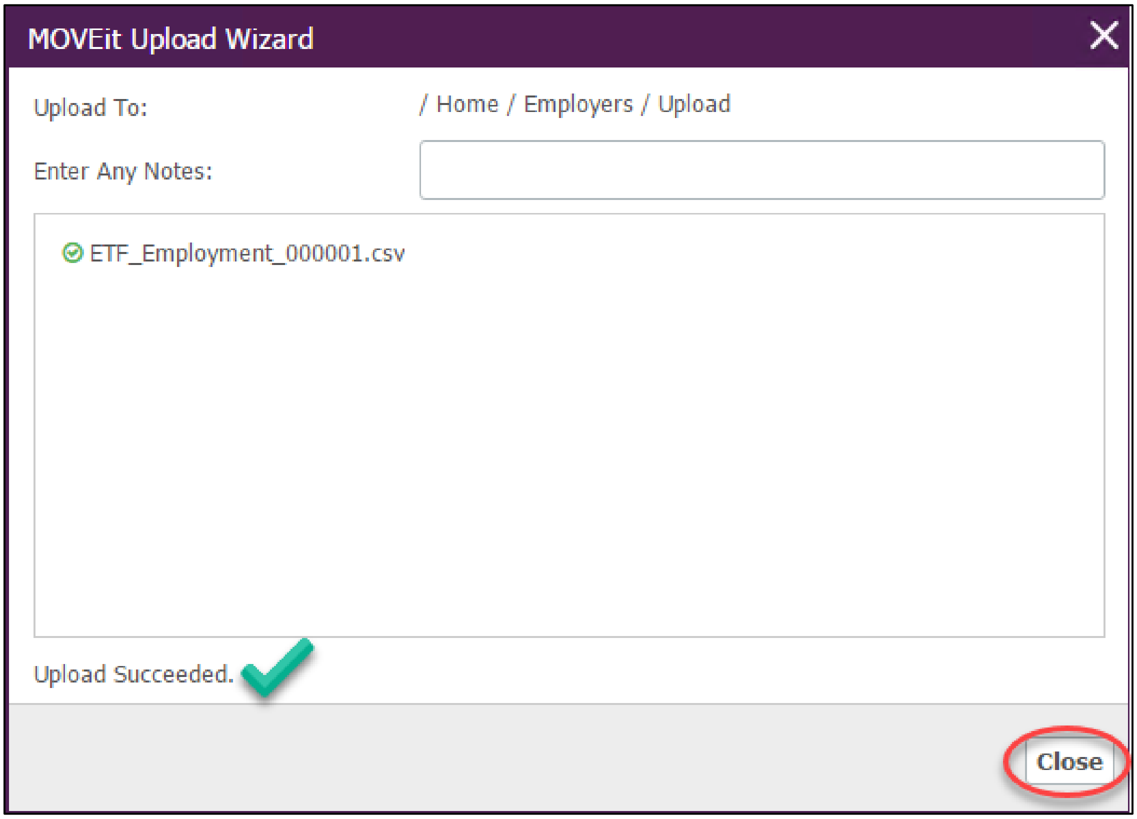
6) Select the file to be uploaded.



7) Click **Upload**.

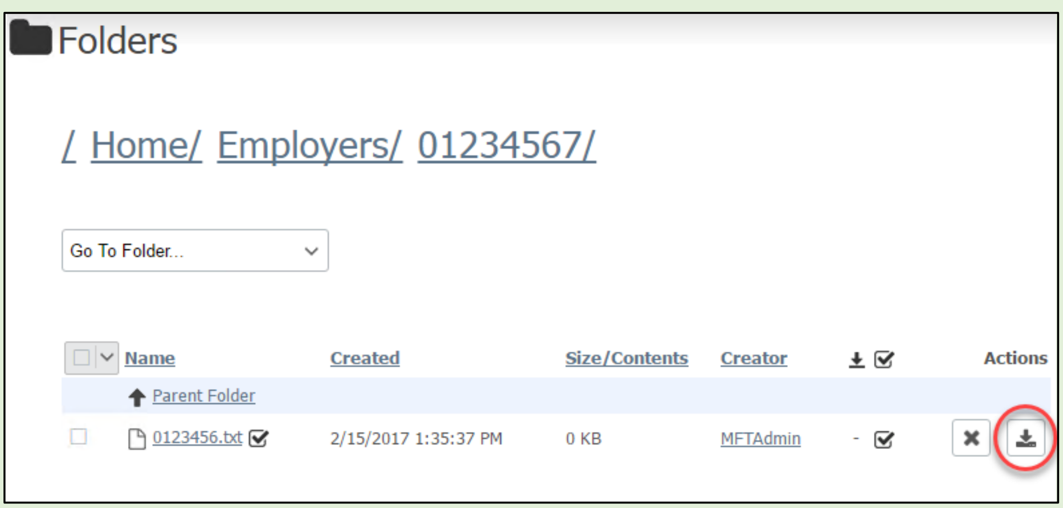


8) Click the **Close** button to complete the upload and return to the folder.



9) Refer to Locating an Uploaded File for next steps regarding the processing of your file.

Note If there is a problem with your file, ETF will send an email alert and generate a response file. To retrieve your response file, simply navigate to your employer ETF ID folder located under the Employers folder. Then, click the **Download** link for the file.



Setting up the SFTP Client

Virtually any client that supports SFTP can be configured to connect to ETF's MFT environment. Simply configure your preferred client with the settings noted below. Although ETF does not recommend or support any specific clients, we have found that both the WS_FTP Professional and FileZilla clients work with the service.

Please use the same folder noted in the section above for uploading files to ETF.

- → ETF Test Server: tmft.etf.wi.gov
- → Authentication Method: Password